TOSHIBA

GL-1010 Network Fax Operator's Guide

Version 1.3.4

Your guide to using the Network Fax option with your e-STUDIO GL-1010 Electronic Document Processing System

GL-1010 Network Fax Operator's Guide

Your guide to using the Network Fax option with your e-STUDIO GL-1010 Electronic Document Processing System

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PREFACE

The *GL-1010 Network Fax Operator's Guide* provides detailed instructions for installing, setting up and using Toshiba's optional Network Fax Feature for the e-STUDIO GL-1010 system. With this option installed, you can perform the following functions:

- Fax electronic documents from your workstation.
- Use the GL-Fax Driver installed on your workstation to manage faxes: select recipients and send electronic documents from your desktop.
- Use the GL-Fax Address Book installed on your workstation to manage recipient information.

This *preface* introduces fax functionality and defines the scope and audience of this guide.

INTRODUCTION

Toshiba's optional Network Fax Feature for the e-STUDIO GL-1010 system

Congratulations on purchasing Toshiba's optional Network Fax Feature for the e-STUDIO GL-1010 system. Both products incorporate the latest in state-of-the-art digital and computer technology. When the Fax and Address Book software is installed, the digital copier becomes a all-inclusive network printer with remote LAN and fax capability. The e-STUDIO GL-1010 Electronic Document Processing System and GL-Fax Address Book software distinguishes it from other network faxing or addressing solutions, providing easy to use, fully comprehensive solutions. Workgroups will enjoy the ability to exploit almost limitless capabilities of the digital copier.

INTENDED AUDIENCE

Who Should Read This Guide?

This guide, the GL-1010 Network Fax Operator's Guide, is intended for people using the GL-Fax and Address Book optional features. It provides detailed instructions on configuring and using the GL-fax software and Address Book Editor.

This guide is not intended for digital copier service technicians or operators. For information on using and maintaining the TOSHIBA e-STUDIO28/35/45 digital copier, refer to the *Toshiba Operator's Manual for Copying Functions* or contact your Toshiba authorized dealer for support.

Scope

This guide assumes that users are familiar with the software applications they are using to create their documents for printing. Document setup or application-specific printing functions are not covered in this manual.

Styles and Conventions

This guide employs several typographic styles to visually convey information. The following table illustrates the styles used and defines the conditions in which they are used.

Styles and Conventions Used in this Guide

STYLE	USAGE DESCRIPTION	EXAMPLE
BOLD, SANS SERIF FONT, ALL CAPS	Copier hard keys.	Press the **PRINTER/NETWORK** hard key.
SANS SERIF FONT, ALL CAPS	Soft keys, fields, function tabs on the LCD Touch Screen.	Press the ADMIN tab. Press the NETWORK SETTINGS soft key.
Italic, serif font, initial caps	Menu names and screen titles.	From the *File* menu, choose **Print**.
Menu options separated by right arrows.	Embedded Menu Options.	From the *Start* menu, choose **Programs→Toshiba e-STUDIO GL Client →Toshiba GL Address Book**.
Bold, sans serif font, initial caps	Buttons, controls, tabs, or menu options on application windows and dialog boxes.	Double-click **Properties** and click **Services**. From the Novell Printing group box, click **On** to enable Novell Printing. Click **OK**.
`Courier`	Text the user types in a field or from the command line.	Type the following command: `setup.exe`
<Brackets enclosing, italic text>	Variable text that is to be replaced with specific text applicable to the user's network.	Enter GL-1010<*device name*>, where device name is the Microsoft Computer Name assigned to the GL-1010 controller.

Manual Organization

Chapter 1, *Overview* summarizes the features and functionary of the Toshiba's optional Network Fax Feature for the e-STUDIO GL-1010 system

Chapter 2, *Installation* summarizes procedures for installing software required to enable the fax printing and online address books on the digital copier to selecting recipients and setting fax properties.

Chapter 3, *Setup* defines what are fax properties and how they and where they are defined.

Chapter 4, *Faxing* summarizes the steps required to utilize the GL-Fax Driver from printing to the fax driver to selecting fax recipients.

Chapter 5, *GL Fax Address Book* summarizes how to use the Toshiba e-STUDIO28-45 GL Address Book from adding contacts and groups to importing and exporting address book database information.

Terms and Concepts

The following table defines the key terms and concepts used throughout this guide. These definitions apply within the context of this guide; they may be used differently by other companies or in other product guides. In addition to the terminology defined here, refer to the Glossary at the end of this manual, which defines even more acronyms and industry terminology.

Terms and Concepts Defined

Term	Definition
e-STUDIO GL-1010 Electronic Document Processing System	This system consists of the TOSHIBA e-STUDIO28/35/45 digital copier with GL-1010 controller. This affords users the convenience of walk-up copying and network printing using the same device.

Term	Definition
GL-1010	This component of the e-STUDIO GL-1010 Electronic Document Processing System provides network connectivity between the client workstations and the digital copier connected to it. The GL-1010 is physically mounted to the TOSHIBA e-STUDIO28/35/45. In this guide, it is sometimes referred to simply as “controller” or “device”.
Local Operations	Those operations that affect the GL-1010 or TOSHIBA e-STUDIO28/35/45 functionality and are performed on the physical device, usually from the copier’s LCD touch screen. An example of local operation is changing the IP address of the GL-1010 from the *TCP/IP Setting* LCD touch screen.
Network Printing	Printing from a Windows, Macintosh, or Unix client workstation to the GL-1010, with the output produced on the connected TOSHIBA e-STUDIO28/35/45.
Fax Driver	A software component that enables application programs to interact with the fax software without the application programs having to concern themselves with the specific fax requirements.
Delayed Fax	A fax job type that allows user to schedule their transmission of the job for a future date and time.
Walk-up functions	Those operations performed from the control panel of the TOSHIBA e-STUDIO28/35/45. This includes standard copy functions, as well as network print monitoring and management functions.

SUPPLEMENTAL REFERENCES

Quick Start Guide

The purpose of this guide is to introduce users to the GL-1010 product, summarize installation and operational procedures, and describe system requirements and specifications. A printed copy of this manual ships with the GL-1010.

GL-1010 Administrator's Guide

You can find the .pdf version of this guide on the e-STUDIO GL-1010 Admin's Client CD-ROM. It is intended for the network administrator and contains detailed information for installing, configuring, and troubleshooting your Toshiba GL-1010.

GL-1010 Operator's Guide (Basic)

You can find the .pdf version of this guide on the e-STUDIO GL-1010 Client CD-ROM. It is intended for the end user and contains detailed information for provides detailed instructions for installing and using the GL-1010 printer drivers and the job monitoring utility, GL DocMon to print to Toshiba's e-STUDIO GL-1010 Electronic Document Processing System. It also describes how to use the web-based application, TopAccess (End User Mode) to monitor and manage print jobs on your Toshiba GL-1010.

GL-1010 TopAccessComposer Operator's Guide

You can find the .pdf version of this guide on the e-STUDIO GL-1010 Admin's Client CD-ROM and on e-STUDIO GL-1010 Client CD-ROM. It contains information on storing, managing, editing and printing documents using the web-based tool, TopAccessComposer.

GL-1010 Scan Operator's Guide (option)

If you have purchased the optional Scan feature, you will find that the e-STUDIO GL-1010 Scanner Client CD-ROM contains a .pdf version of this guide. This guide contains information on enabling network scanning functionality via the GL-1010. It includes procedures for configuring scan functionality using the

web-based utility, TopAccess (End User Mode). The guide also provides instructions for local scanning and remote management of scan jobs.

Application-Specific Online Help

All of the e-STUDIO GL-1010 Electronic Document Processing System software and drivers come with application-specific online help. The print and fax drivers support "What's This" context-sensitive help, which you can access by right-clicking on any of the fields on the user interface. You can also see task-oriented help topics by clicking on a **Help** button or choosing the **Contents and Index** option from the Help menu. For web-based help in TopAccess, click the help icon.

1 OVERVIEW

AN INTEGRATED SOLUTION

The digital copier with the Toshiba's optional Network Fax Feature for the e-STUDIO GL-1010 system and Address Book simplifies and facilitates your office facsimile needs with a fax option that enables you to fax digital documents directly from your desktop.

The Fax Option also includes an Address Book database, where you can store frequently used fax numbers and other important recipient information, such as company name, telephone number and postal address and a fax driver that enables you to send fax documents.

Functional Highlights

The highly intuitive, network GL-Fax Driver software enables you to select the fax printer driver to electronically fax documents from your computer to one or more recipients. You can easily define fax job properties from the send list to fax resolutions. The GL-Fax Driver is complimented with the GL-Fax Address Book Viewer. The combination of applications enables you to easily manage a selection of fax recipients and access the Toshiba Address Book.

Software Components

Fax Driver

The GL-Fax Driver enables you to setup send lists and send electronic documents from your PC to one or more contacts or groups. You print to the fax much the same way you would choose to print to a designated printer that makes using the GL-Fax Driver quick and simple. You can select the fax properties. Fax properties are the attributes you can set to define sender and recipient information for processing fax jobs such as dialing options, sender information, fax resolution and page layout.

NOTE:

Faxing hard-copy documents must be performed as a walk-up function from the digital copier's control panel.

Other features include an easy to use fax scheduler that allows you to setup a date and time to transmit your fax. Cover page options are also provided. You can include a customized cover page with your fax transmission that can include sender and recipient fax information and a detailed message. You can easily maintain sender and contact information that can be printed on the cover pages.

Address Book Viewer

With the GL-Fax Address Book Viewer you can effortlessly add or modify fax recipient names and fax numbers to the Toshiba Address Book. This utility allows you to manage recipients of the GL's fax, select and view fax recipients from the Address Book, as well as recipient fax numbers and other contact information.

Additionally, GL-Fax Address Book Viewer allows you import or export address book data to or from other address book programs.

2 INSTALLATION

This chapter includes procedures for installing software required to enable the fax printing and online address books for the digital copier. It is recommended that you read these instructions in their entirety before beginning the installation process.

INSTALLING THE SOFTWARE

Overview

NOTE:

The ibutton must be installed on the GL-1010 controller and you must have a facsimile board installed to the e-STUDIO copier prior to installing the GL-1010 fax software. This information is provided as an overview only. For additional information refer to the GL-1010 Administrator's Guide.

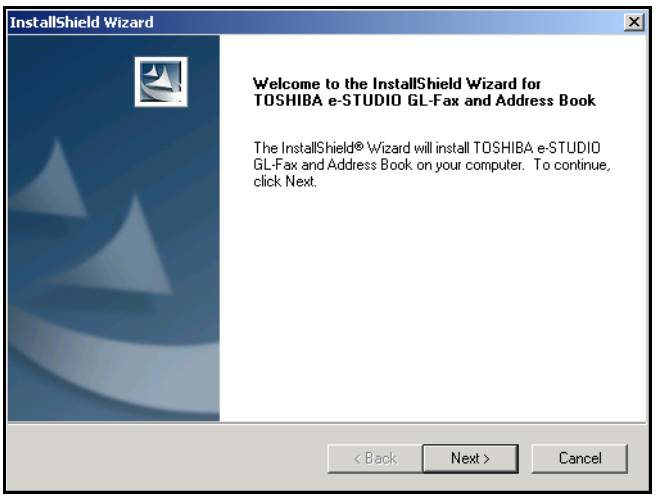
Before you can begin utilizing the Toshiba's optional Network Fax Feature for the e-STUDIO GL-1010 systemyou must install the software using the e-STUDIO GL-1010 Fax Client CD-ROM provided. You will use the InstallShield client software setup process.This section describes several ways to add Fax Driver to user's workstations. Prior to installing the GL-Fax and Address Book Editor software, the administrator must install specific hardware and configure the fax options. Only authorized users can modify the device.

Installing the GL-Fax Driver

CD Installation

1 Insert the e-STUDIO GL-1010 Fax Client CD-ROM into the CD-ROM drive.

2 If AutoRun is enabled, the set-up program begins automatically. If not, choose **Run** from the *Start* Menu and then locate the Setup.exe file on the CD. Click **OK** to launch the setup program. The installation wizard leads you through the process of installing the Fax Driver, Address Book and TWAIN driver.

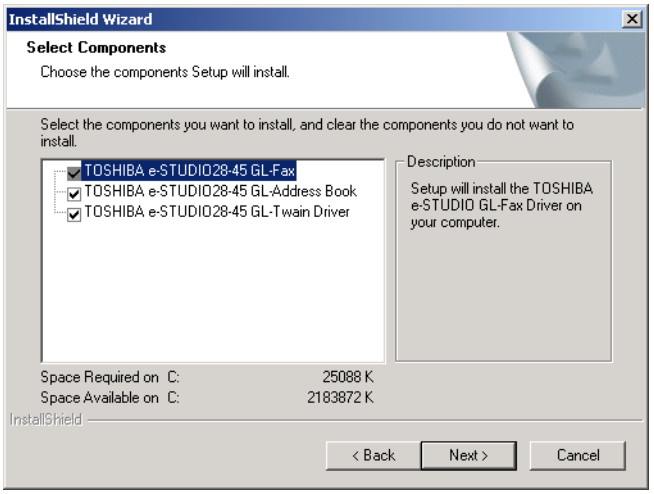


InstallShield Setup window

3 Follow the Setup Wizard as it leads you through the installation steps.

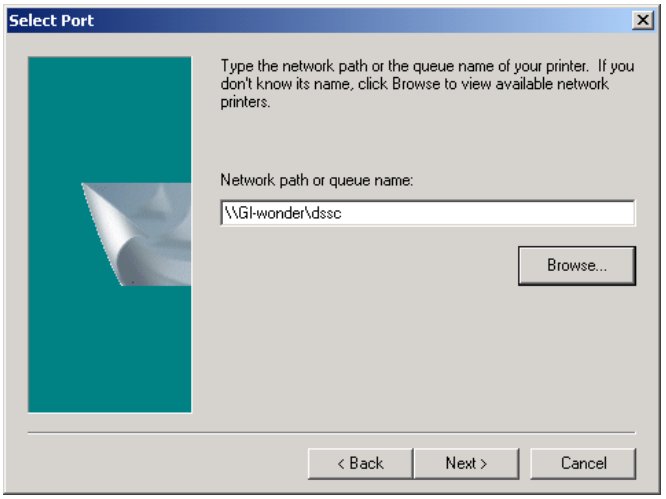
You will be prompted to supply the following information:

- Enter a destination directory or accept the default location, which is C:\Program Files\GL-1010\Toshiba e-STUDIO GL-Fax & Address Book.
- Select the Toshiba e-STUDIO28-45 GL-Fax, Toshiba e-STUDIO28-45 GL-Address Book and e-STUDIO GL TWAIN Driver options.

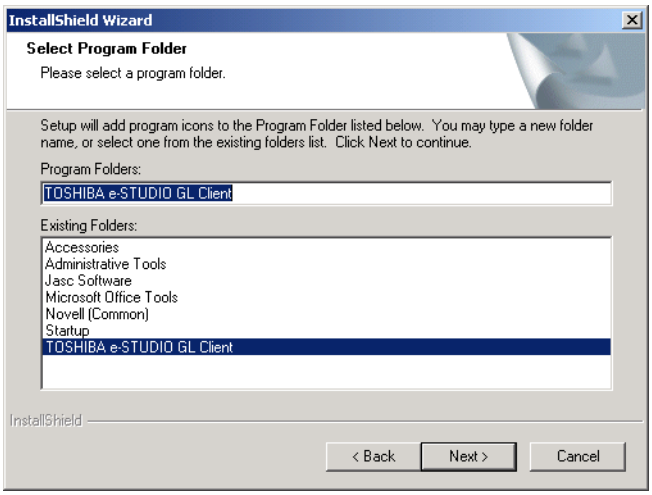


e-STUDIO GL-1010 Fax Client CD-ROM InstallShield window

- Enter the network path to the printer or the queue name as ***<device name>\dssc***.



- Select a program group to which the GL-1010 tools icons will be added, or accept the default folder, TOSHIBA e-STUDIO GL Client.



- When the setup program finishes copying the necessary files to your computer, you are prompted to view the ReadMe file. Deselect, if desired, and then click **Finish** to exit the Setup Wizard. If you select a new file location, the directory name must conform to the DOS 8.3 naming convention of an eight-character file name with a three-character file extension.

4 Reboot the workstation.

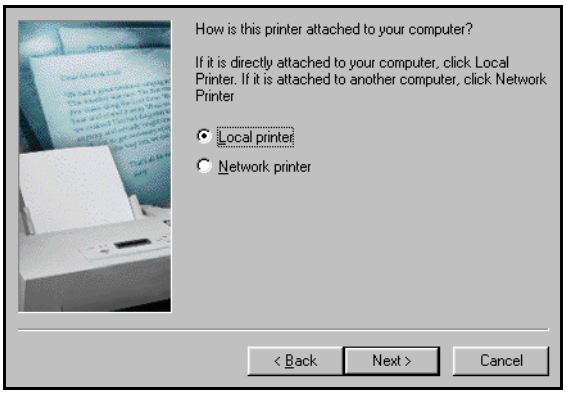
5 Verify the installation by selecting Toshiba GL Address Book from the TOSHIBA e-STUDIO GL Client Program Group. If the GL-Address Book Editor does not display, repeat the above steps.

Add Printer Installation

The following procedure varies slightly for Windows 95/98, Windows Me, Windows NT, Windows 2000 and Windows XP. The screen shots illustrate the Windows 98 options, but differences from Windows 95, Windows Me, Windows NT, Windows 2000 and Windows XP options are noted.

1 From the Windows *Start* menu, choose **Settings→Printers**

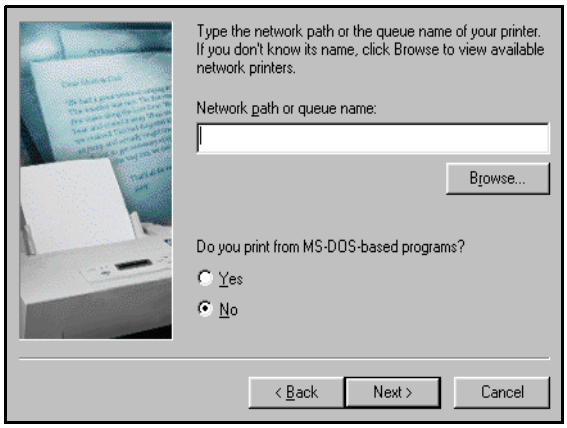
2 From the Printers windows, double-click **Add Printer** to launch the Add Printer Wizard.



3 Depending on the operating system, select the following option.

In Windows 95/98/Me/2000/XP:	In Windows NT:
Select **Network Printer**	Select **Network Printer Server**

4 Click **Next** to proceed.



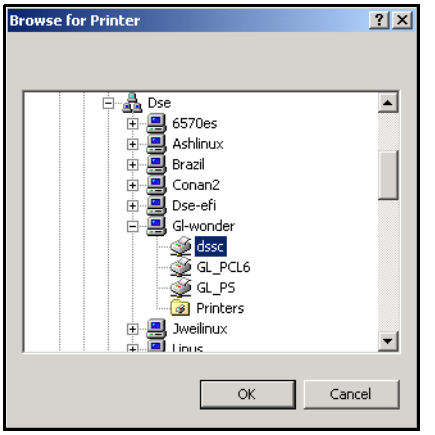
NOTE:

Depending on which driver you want to install, the GL-1010 printer names are as follows:
\\<device name>\dssc
\\<device name>\GL_pcl6
\\<device name>\GL_ps

5 Locate the GL-1010 printer in the network:

In Windows 95/98/Me/2000/XP:	In Windows NT:
Specify the Network Path or queue name of the GL-1010. For example: \\<*device name*>***dssc*** Alternately, click **Browse** to navigate the network and locate the GL-1010 printer.	Enter the Printer Name or select a printer from the list of Shared Printers.

Each driver is represented by a separate printer icon within the network:



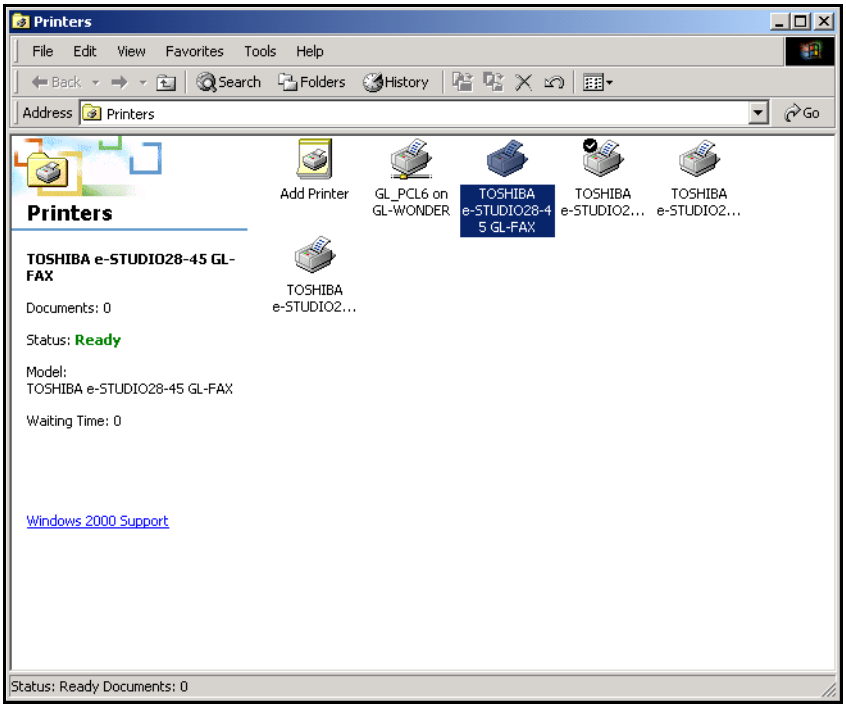
NOTE:

If the Add Printer Wizard detects previously installed driver software, you will be prompted to either keep or replace the existing driver. If the controller software has been recently updated, it is recommended that you replace the driver. Otherwise, keep the existing driver.

6 Select the ***<device name>\dssc*** printer and click **OK**.

7 Follow the Add Printer Wizard as prompted until you are notified that the fax driver has been installed successfully.

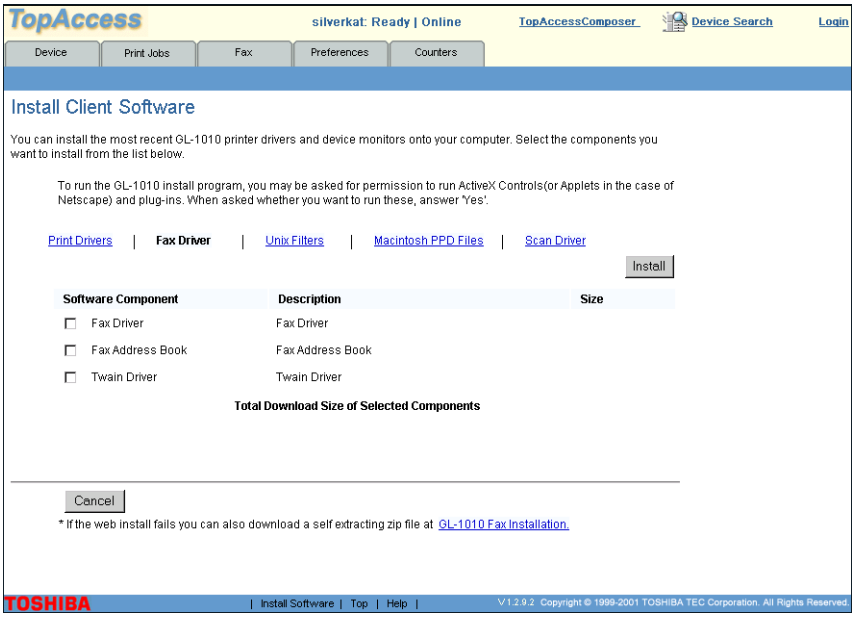
The new fax driver now appears in the Windows Printers folder.



Install Drivers from TopAccess.

If the system administrator has uploaded software to the controller, users can install the software on their workstations.

1 Click the **Install Software** link at the bottom of the screen.



2 Click the **Fax Driver** link.

3 Check the boxes of the software components to install.

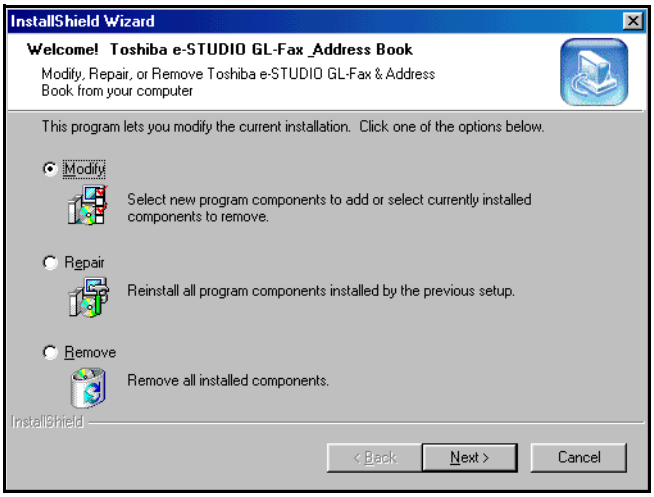
4 Click **Install**.

Uninstalling Client Software

1 If open, close the GL-Fax Driver, GL Fax Address Book or GL TWAIN Driver applications.

2 Insert the e-STUDIO GL-1010 Fax Client CD-ROM into the CD-ROM drive. If Auto-Run is enabled, the InstallShield Setup Wizard starts automatically. Otherwise, choose **Run**

from the *Start* Menu and then locate the Setup.exe file on the CD. Click **OK** to launch the setup program.



Uninstall Wizard

3 Select **Remove** to uninstall all previously installed GL-1010 components from the client workstation

4 Follow the setup wizard as files are removed from your system. Click **Finish** to exit the setup program.

You may have to reboot your system before all components, such as the program items from the Windows *Start* menu, can be completely removed.

3 SETUP

This chapter important information regarding document and faxing attributes as well as screen level and instructions for completing fax properties.

WHAT ARE FAX PROPERTIES?

Fax properties are the attributes users can set to define sender and recipient information, final fax appearance and time for processing fax jobs. For example, you may select Send Fax Now or Send Fax Later which determines when the fax will be transmitted. You might also select fax properties such as resolution and page orientation. You can select individual contacts and groups to be added to the send "To" list. The names listed in the send "To" list define whom the fax, will be sent to. The GL-1010 Fax driver include many user-configurable properties, which are intuitively organized on property pages.

Printer Versus Document Print Properties

Fax properties come in two varieties: fax sticky and document sticky. That is, some properties are specific to the fax device, while others pertain only to the document being printed. Examples of document print properties include orientation, input source, and so on.

There are two ways to set properties: through the Window's Printers folder or within the application you are printing from. Generally, you can set fax attributes and, in Windows NT/2000 and Windows XP environments, document attributes via the Printers folder. You can use Document Defaults (Windows NT 4.0) and Printing Preferences (Windows 2000 and XP) via the Printers folder to set the document attributes and printer attributes. By contrast, those properties set within an application are document sticky only; when you close the application, the print properties you set are lost.

Furthermore, some applications allow you to specify attributes that are mirrored by the driver. For example, most applications allow you to define the page orientation from a Page Setup or similar dialog box. Whenever this is the case, the application settings defined for the document take precedence over the driver settings. So, to continue with the above example, if the page setup

indicates a Portrait orientation, and you select the Landscape property within the driver, the document is printed in Portrait mode.

SETTING FAX PROPERTIES

Accessing Fax Properties

The GL-Fax Driver utility allows you to set up and configure fax properties, such as sender and recipient information and cover sheet details. Specifically, you can perform the following functions:

- Select fax recipients from the address book
- Add new contacts to the address book
- Set the fax resolution
- Delayed Fax
- Update recipient information
- Customize cover sheets

To access the fax properties, users simply select the **Properties** button from the *Print* dialog. For further instructions, refer to *CHAPTER 4 Faxing from Windows Applications*

Send Properties

The Send Properties page enables you to select fax recipients, contacts and groups, from the Address Book.

The Address Book list control allows users to navigate through the address book hierarchy, and access the properties of a selected item.

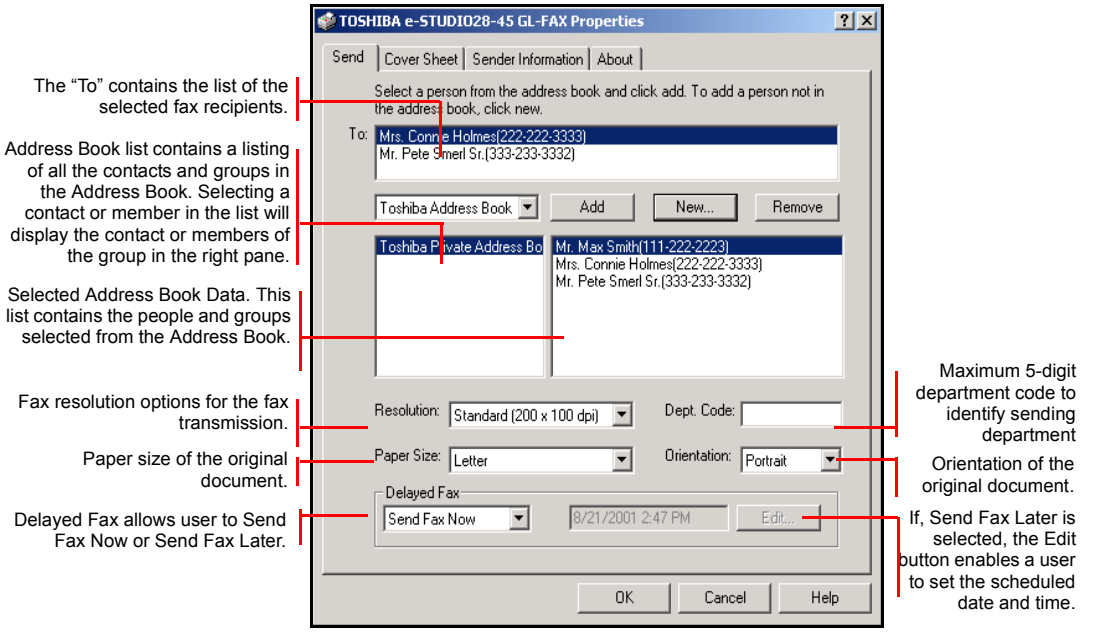
The Send page is divided into two panes. The left pane contains the Groups. The right pane displays the members of the selected group or if the Toshiba e-STUDIO28-45 GL Address Book is selected, all of the members of the entire address book. Selecting a group in the left pane will display all the members of the selected group in the right pane.

The “To” list box contains the list of recipients. When a contact is selected, and the **Add** button is clicked, the contact is moved to the “To” recipients list. Selecting a group in the left pane without

selecting any individual member of the group in the right, then clicking the **Add** button, will add the selected group with all of it's members to the "To" list.

Using the Send page users can define the fax transmission schedule, resolution and page layout, department code and setup fax scheduling.

For further information, refer to *CHAPTER 4 Faxing from Windows Applications.*



Fax Driver Properties—Send Tab

Paper Size Conversions

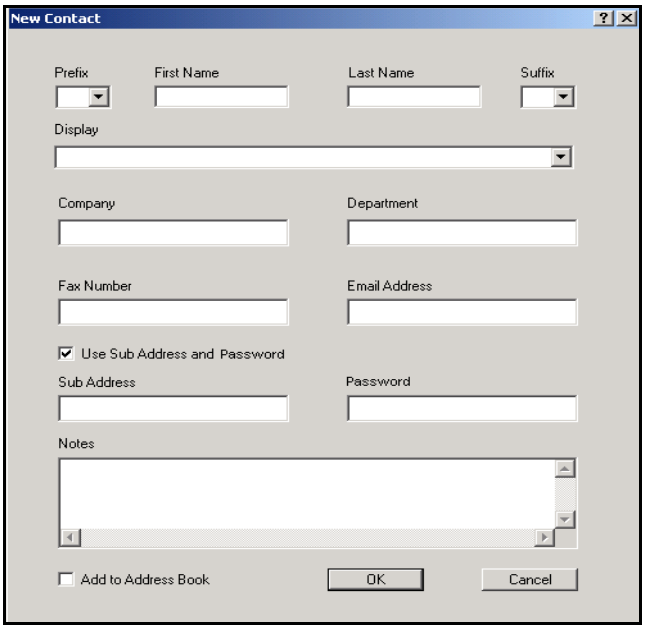
Document Size A4, B4, A3, LT, LG Computer, LD and Folio are acceptable original sizes. The size of the originals that can be sent is determined by annotation with the destination fax. Once the fax communication is negotiated, the size of the original is converted on the FAX board. If the client user uses a document size other then the above size, it will be converted according to the following table:

ORIGINAL DOCUMENT	SCALE TO	ACTION
A5	A4	Rotate 90
B5	B4	Rotate 90
Statement	Letter	Rotate 90
Smaller A5 or Statement	A4	Add white lines
Larger then A3	A3	Reduce to A3
Larger then Ledger	Ledger	Reduce to Ledger

Contact Properties

The Contact Properties dialog displays whenever a user double-clicks a contact in the Contact List (right pane) of the Send Properties page. The Contact Properties dialog allows users to enter all the contact information for a fax recipient such as a Prefix, First Name, Last Name, Display, Suffix, Company, Department, Fax Number, Email Address, Use Sub Address and

Password (check box), Sub Address, Password, and Notes. For further information, refer to *CHAPTER 5 Managing Your Private Address Book.*

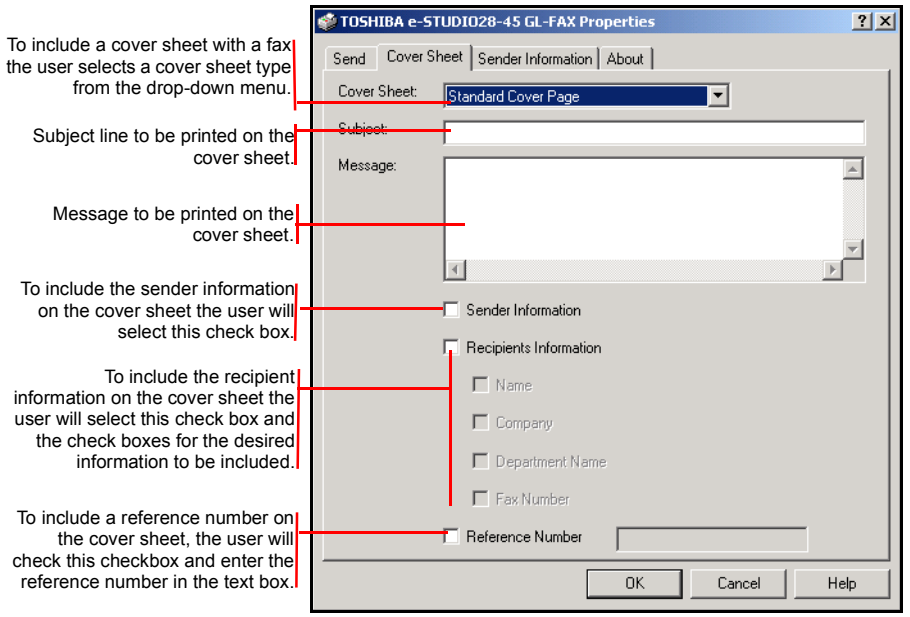


Fax Driver Properties—Contact Properties dialog

Cover Sheet Properties

The Cover Sheet property page users to send a cover sheet with a fax transmission. The cover sheet is merged with the all recipient's in the "To" list in the Send page to create a final fax

cover sheet. Users can select what to include on the cover sheet such as sender or recipient information. For further information, refer to *CHAPTER 4 Faxing from Windows Applications.*



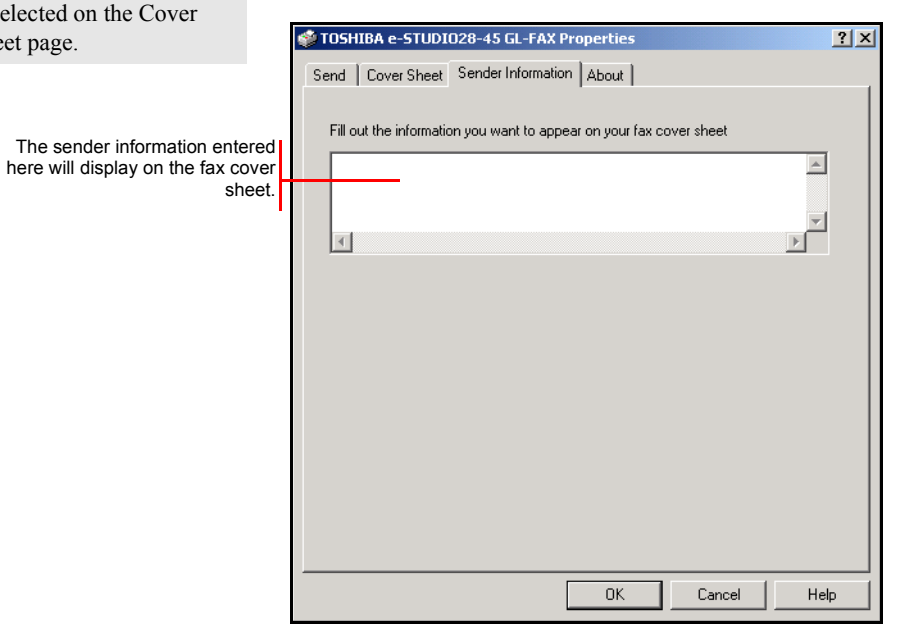
Fax Driver Properties—Cover Sheet Tab

Sender Properties

The Sender Information page allows users the ability to enter the sender's personal information to be displayed on outbound faxes. For further information, refer to *CHAPTER 4 Faxing from Windows Applications.*

NOTE:

This information will only be displayed on the cover page if Sender Information is selected on the Cover Sheet page.



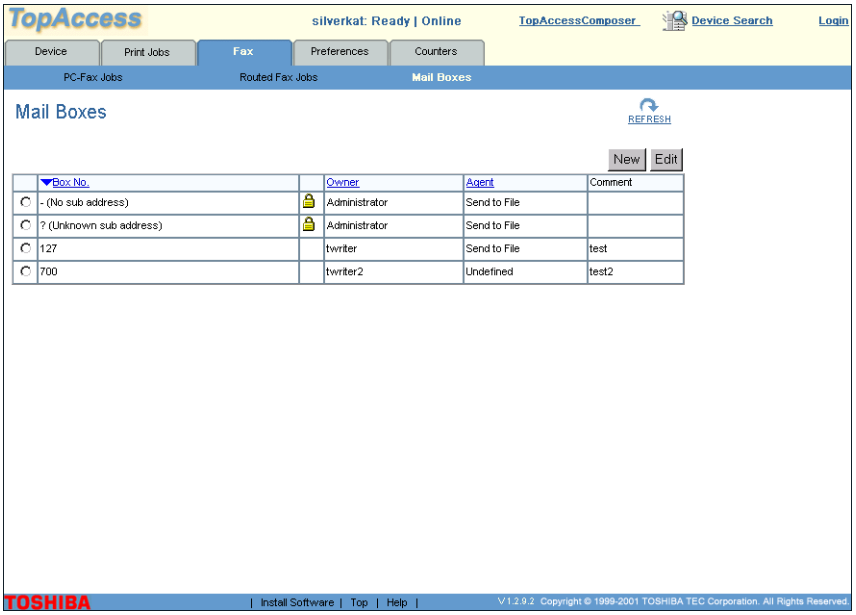
Fax Driver Properties—Send Tab

SETTING UP MAILBOXES FOR INCOMING FAX ROUTING

In TopAccess, you can set up mailboxes for incoming fax routing. TopAccess allows you to specify a mailbox number, owner, comment, notification options an email address. To set up a mailbox for incoming fax routing:

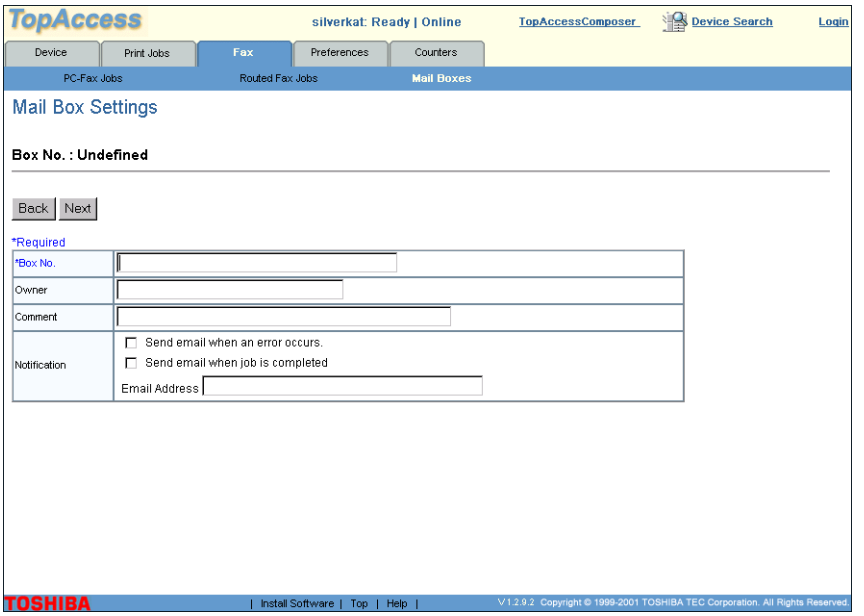
1 Click the FAX tab.

2 Click the MAIL BOXES submenu.



3 Click **New**.

The Mail Box Settings page appears.



NOTE:

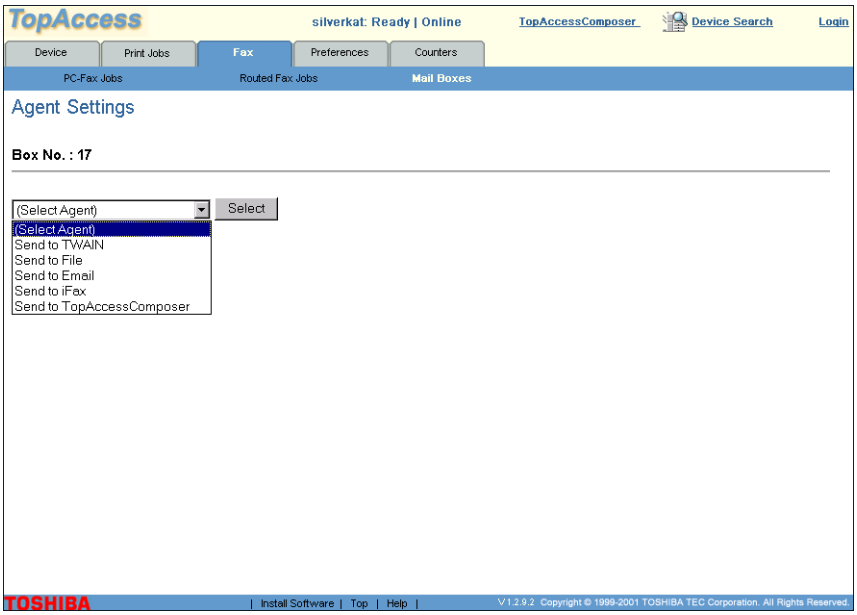
If the mailbox number created exists also in the copier fax, the incoming fax will not be routed to the controller.

4 Enter the Box Number (required).

5 If desired, enter the Owner and Comment, select notification options and enter an email address.

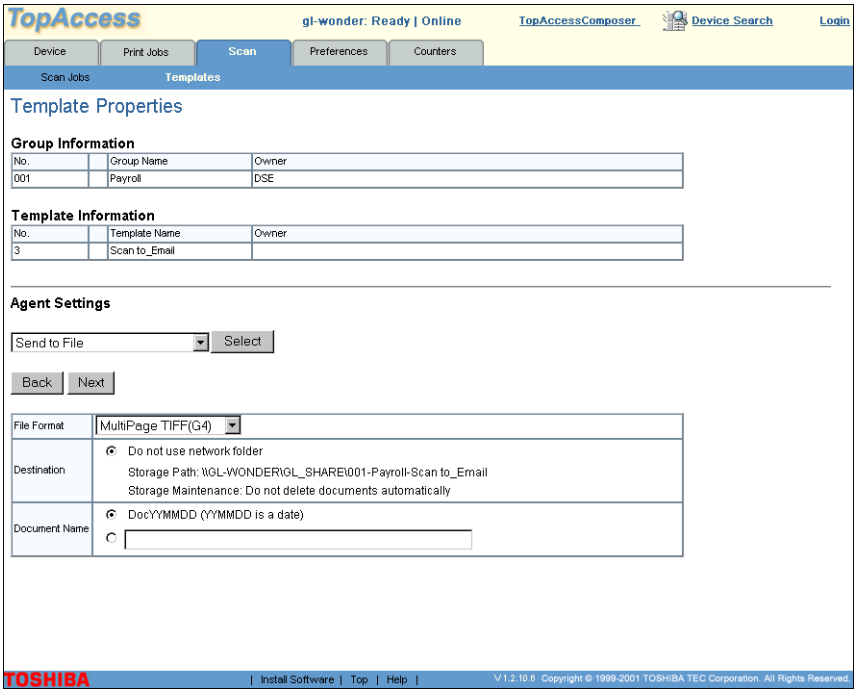
6 Click **Next**.

The Agent Settings Page appears.



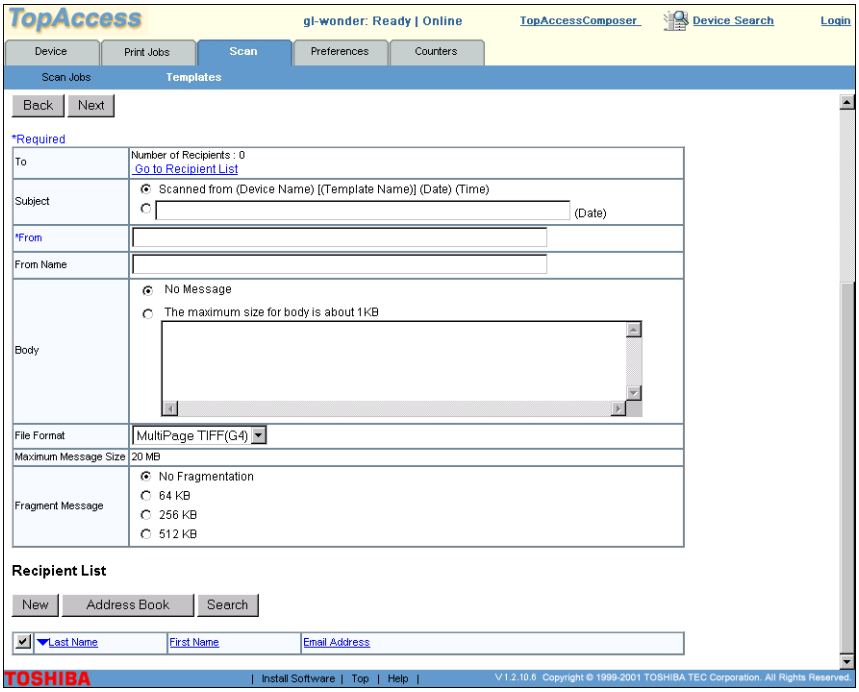
7 Select Send to TWAIN, Send to File, Send to Email, Send to iFax or Send to TopAccessComposer from the drop-down list.

- Send to TWAIN
  - Nothing to configure
- Send to File
  - File Format - Select the file format from SinglePage TIFF (G4), MultiPage TIFF (G4) or PDF
  - Destination - Destination is pre-configured by the administrator. Depending on the configuration, you may have to enter the name of the network folder of your choice or choose from a pre-determined folder on the network or the folder in the controller



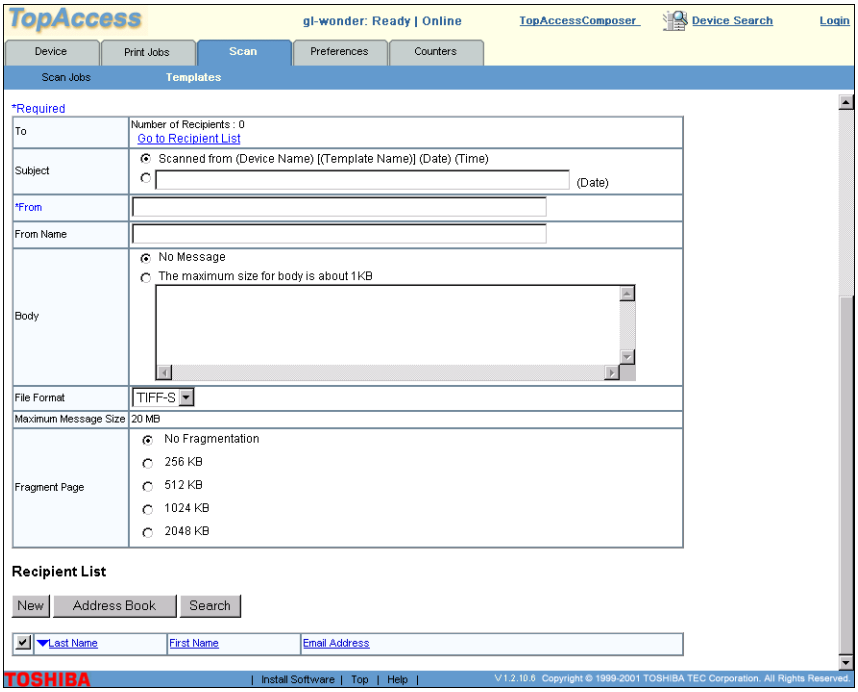
- Send to Email
  - To - Enter a recipient from the Address Book
  - Subject - Select the predefined Subject or enter one of your own
  - From - Enter an email address or email addresses separated by commas
  - From Name - Enter your name
  - Body - Enter the message you wish sent or No Message

- File Format - Select the file format from MultiPage TIFF (G4) or PDF
- Maximum Message Size - The message size is pre-configured by the administrator and cannot be modified
- Fragment Message - Select the desired fragmentation



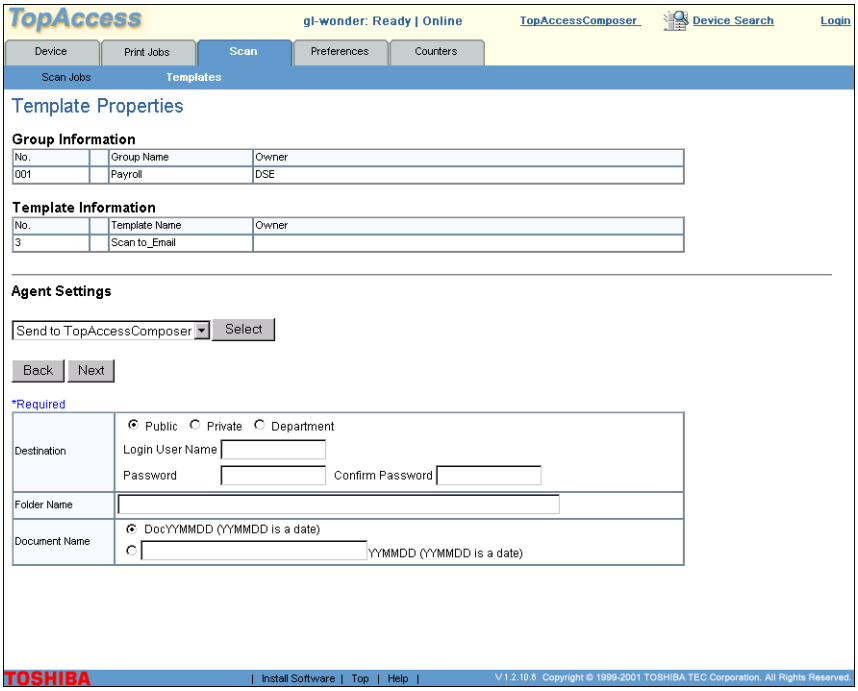
- Send to iFax
  - To - Enter a recipient from the Address Book
  - Subject - Select the predefined Subject or enter one of your own
  - From - Enter an email address or email addresses separated by commas
  - From Name - Enter your name
  - Body - Enter the message you wish sent or No Message
  - File Format - The format used is TIFF-S
  - Maximum Message Size - The message size is pre-configured by the administrator and cannot be modified

- Fragment Message - Select the desired fragmentation



- Send to TopAccessComposer
  - Destination - Select a folder type from Public, Private or Department. Enter a Login User Name and password if required depending on the folder type you chose. Confirm the password
  - Folder Name - Enter the folder name where the routed fax is to be deposited. The folder may or may not exist. Folder names consist of ASCII characters except for the following characters: / \ : * ? " <> | & = # ' % ; . [ ] { } and space. The maximum size of a folder name is 64 characters

- Document Name - The document name will be automatically determined for you at the time of reception

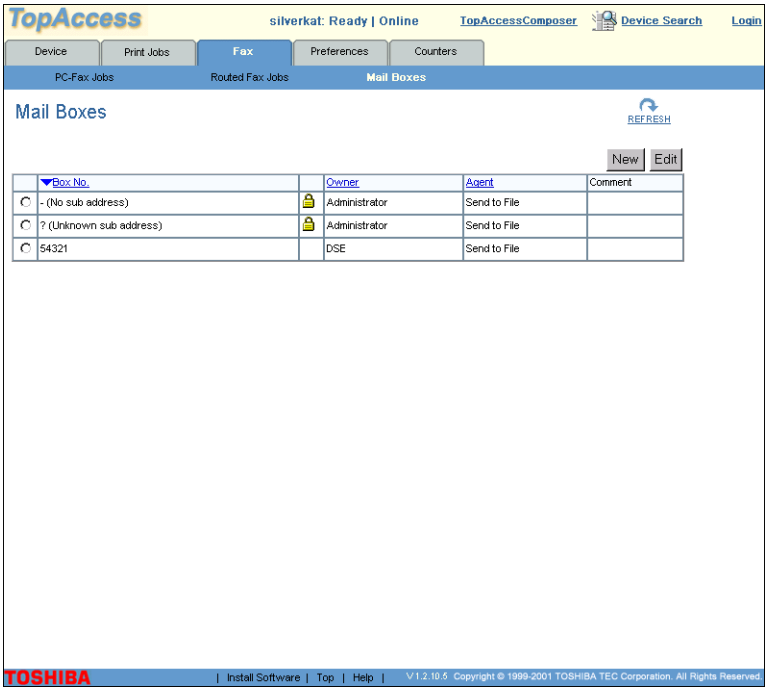


8 Click **Select**.

It is possible to override the GL-1010 mailbox by editing or creating a mailbox from the copier front panel that has the same number. In this case, the copier mailbox will take control over the fax job with the defined sub address and the mailbox in the controller is ignored.

A user can assign a password to each GL-1010 mailbox if needed. This password is for the protection of the GL-1010 mailbox, but does not apply to a fax job's sender-specified password. This means that even if the sender-specified password of a fax job does not match the GL-1010 mailbox password, the

job is not rejected and treated as a normal inbound fax job. Mailboxes with a password are shown with a lock icon.



By default, the system has two predefined mailboxes.

- : For jobs without a sub address, shown as "- (Undefined)"

? : For jobs with an unknown or undefined sub address, shown as "? (Unregistered)"

These system mailboxes cannot be deleted but their properties, except the mailbox number, can be edited. Using these special mailboxes, users can process any fax jobs routed to the GL-1010 without having to create any other mailboxes.

4 FAXING

This chapter includes step-by-step procedures for printing to the fax driver selecting recipients, optionally including cover sheets and sending a fax from with in an application.

OVERVIEW

You can use the GL-Fax Driver option to electronically fax documents from your computer to one or more recipients. In addition, you can select fax properties, fax schedule options, include fax cover sheets and edit sender information.

NOTE:
Faxing hard-copy documents must be performed as a walk-up function from the digital copier's control panel.

SUMMARY OF STEPS

The following outline summarizes the steps for sending a fax from your desktop:

- Print to Fax Driver.
- Add recipient's name and fax numbers.
- Select a default cover page (optional).
- Send the fax.

USING THE NETWORK FAX FUNCTION

Preparing Documents for Faxing

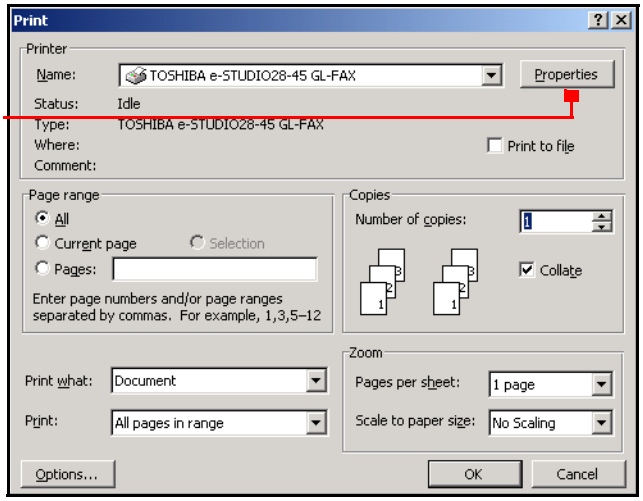
To see how objects, such as headers, footers, or drawing objects, will be positioned on a fax page, switch to your applications' page layout view. If the software application you are using provides a Print Preview option, you can use it to view your fax before it is sent.

Faxing from Windows Applications

NOTE:
For the menu path and option for printing from your application, refer to the application's printed documentation and online help.

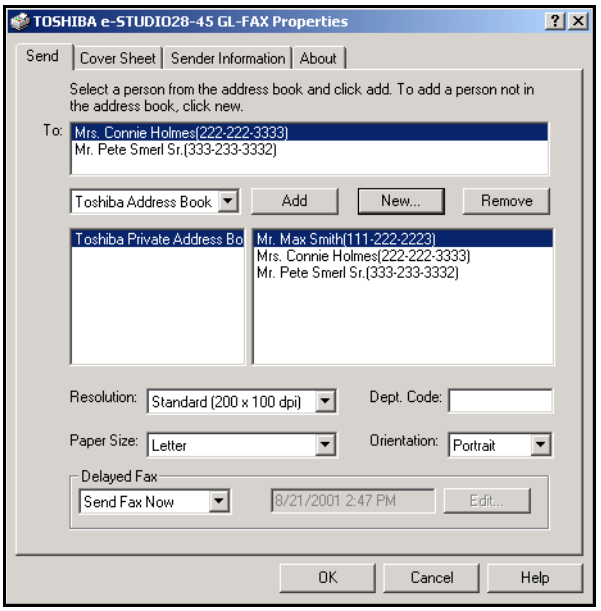
1. For most Windows applications, you can print an open document to the network-connected TOSHIBA e-STUDIO28/35/45 copier by choosing **Print** from the *File* menu.
2. Select the digital copier that has the fax option installed from the list of printers.
3. Click **Properties**.

Depending on the application you are printing from, you may have to access printer properties from a “Setup” or “Options” button instead. Consult your user documentation if you are unsure.



Print Dialog (Microsoft Word)

4 Set the desired fax properties from the GL-Fax Driver dialog tabs.



Fax Driver Properties—Send tab

Each property sheet contains settings that control the way your fax is printed, when it will be sent, who will receive the fax and cover sheet options. The following summarizes the options included on each tab.

Selecting Recipients

You must specify at least one recipient in order to fax a document.

1 Choose **Print** from the *File* menu.

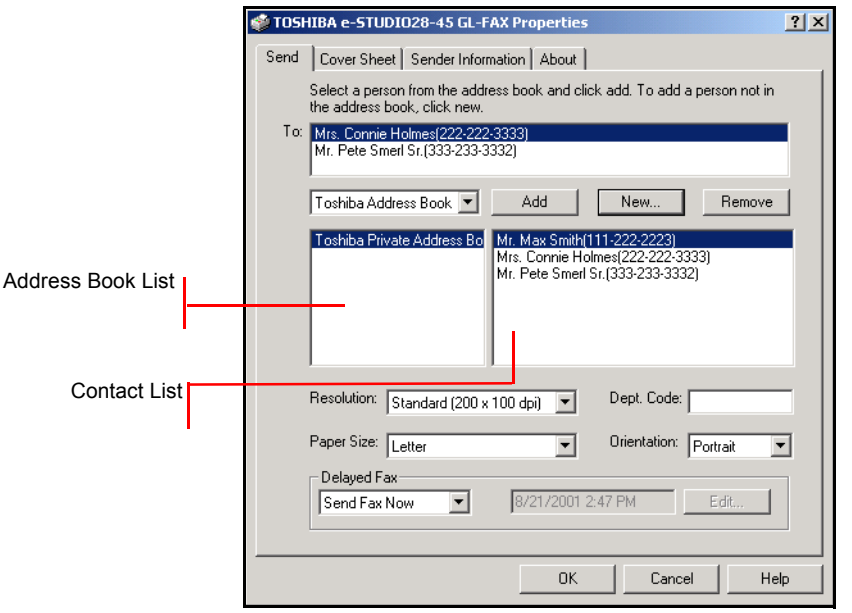
2 Click **Properties**.

3 From the Send page, select the Address Book from the drop-down menu. You can select Toshiba Address Book, Copier Address Book, MAPI Address Book and MS Outlook Express Address Book.

- To access the Copier Address Book, the TCP/IP network protocol must be installed and enabled on both the controller and the workstation.
- Other than the Toshiba Address Book, all the other address books are opened in Read-Only mode and cannot be edited..

NOTE:

You can select multiple recipients from the list. You can also select multiple groups as recipients as well. If a group is selected as a recipient, all the members within the group are added to the recipient list.



Fax Driver Properties—Send page

4 Select the fax recipients from the Contact List (right pane).

- Selecting the Toshiba Private Address Book will display all the member of the address book in the Contact list (right pane).
- Selecting a group from the Address Book list (left pane) will display all the members of this group in the Contact list (right pane).

NOTE:

You can add fax recipients to the send "To" list that are not currently listed in the Address Book by selecting the **New** button. For further information, refer to *CHAPTER 4 Adding New Recipient*

- Selecting a group in the Address Book list (left pane), without selecting an individual member in the Contact list (right pane), will add the selected group to the recipient "To" list.
- Selecting a contact person in the Address Book list (right pane), will add the selected contact to the "To" list.

5 Click the **Add** button.

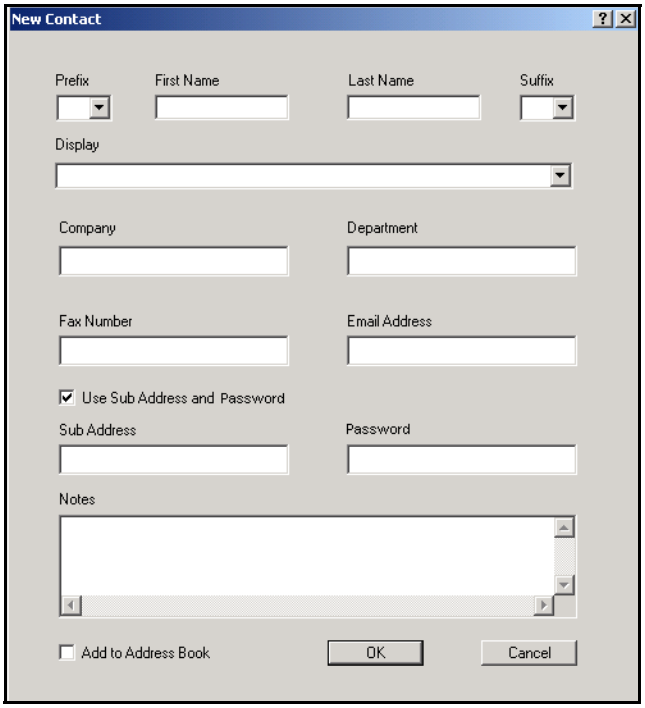
The recipient(s) will be added to the "To" list.

6 Continue setting up the fax by setting the fax properties as desired. When finished click **OK**.

Adding New Recipient

You can add a new recipient not found in the address book.

1 From the Send page, click the **New...** button. The New Contact dialog box will display.

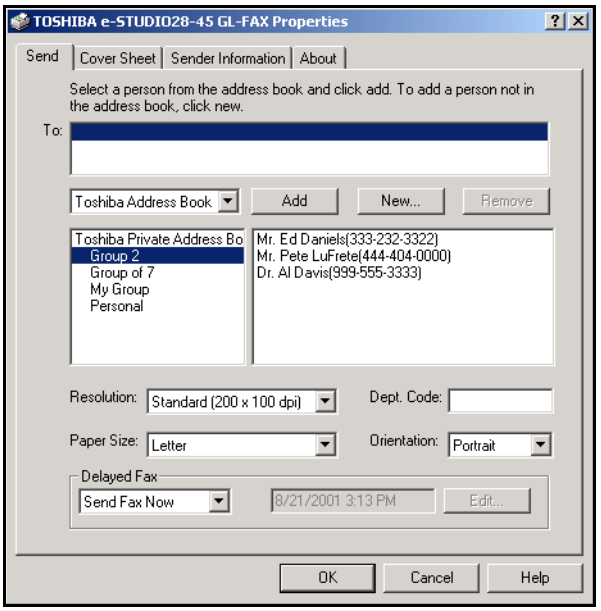


New Contact dialog

2 Complete the fax recipient's contact information. For detailed information, refer to *CHAPTER 5 Adding Contact Entries*

3 Optionally, check the **Add to Address Book** check box to add the recipient to the Address Book.

4 When you have finished, click **OK** to add the contact to the recipient “To” list.



Fax Driver Properties—Send page with send “To” list entry

Removing Recipients

If you inadvertently added a fax recipient to the send “To” list, you can easily remove them.

1 From the Send page, select the recipient for which you wish to remove from the recipient “To” List.

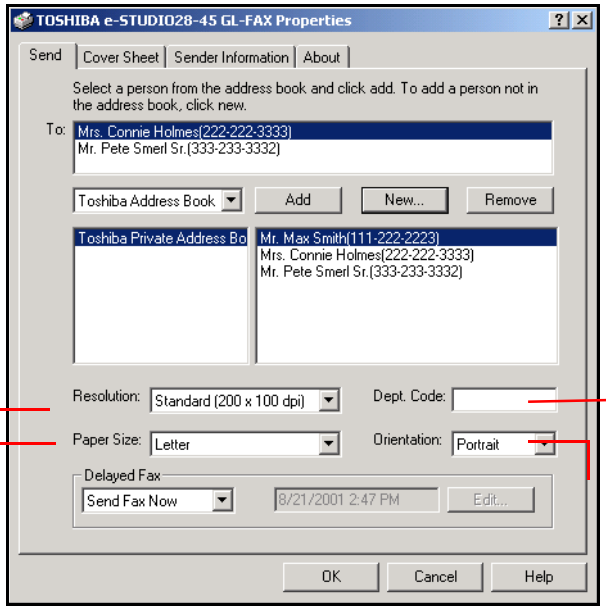
2 Click the **Remove** button.

The person will be removed from the fax transmission.

Setting Fax Resolution, Page Size and Orientation

You can set the various fax properties when you prepare a fax to be sent.

1 From the Send page, set the fax properties as desired.



Fax resolution options for the fax transmission. Options: Standard 200X100 dpi Fine 200X200 dpi, Super Fine 200X400 dpi or Ultra Fine 400x400 dpi

Paper size of the original document. Options: Letter, A4, Legal, Statement, Ledger, Folio, A3, A5, B4, B5, or Computer. For further details on Paper Size and conversions, refer to *CHAPTER 3 Paper Size Conversions*

Five-digit department code to identify sending department

Orientation of the original document. Options: Portrait or Landscape

Fax Driver Properties—Send page

Preparing the Cover sheet

You can choose to send a cover sheet with your fax transmission. The cover sheet is merged with the recipient "To" list data to create a final fax cover sheet. You can select what to include on the cover sheet such as sender or recipient information.

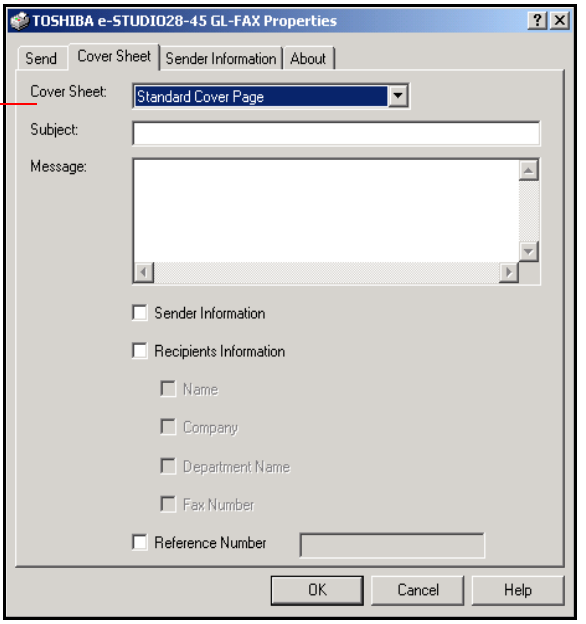
1 Choose **Print** from the *File* menu.

2 Click **Properties**.

NOTE:

If recipient information is selected for inclusion on the cover sheet, and if there are more recipients than could be listed on a single page, the fax driver will generate as many cover sheets as required to include all the recipients.

3 From the Cover Sheet tab, select a cover sheet from the drop-down list (you can select a Standard, Business or Professional cover sheet).



Fax Driver Properties—CoverSheets page

4 Enter the subject title to be printed on the cover sheet in the **Subject** field. Maximum field length is 40 characters.

5 Enter the message to be printed on the cover sheet in the **Message** field. Maximum field length is 500 characters.

6 Optionally, check the **Sender Information** check box to include the sender's information on the cover sheet. You must complete the Sender Information tab for this information to be displayed. For instructions, refer to *Entering Sender Information* on page 59.

7 Optionally, check the **Recipient's Information** check box to include the recipient informational the cover sheet. A combination of recipient information can be printed by checking the **Name**, **Company**, **Department Name**, or **Fax Number** check boxes as desired.

8 Optionally, check the **Reference Number** check box to include a defined reference number on the cover sheet. Type the reference number in the adjacent field.

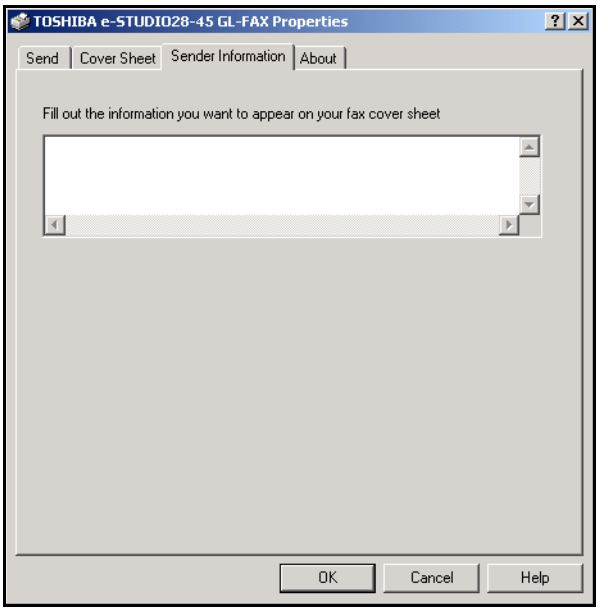
Entering Sender Information

NOTE:

Sender information will only be displayed on the cover sheet if Sender Information is selected on the CoverSheet page. For further information on cover sheets, refer to *Preparing the Cover sheet* on page 57

1 Choose **Print** from the *File* menu.

2 Click **Properties**.



Fax Driver Properties—Sender Information page

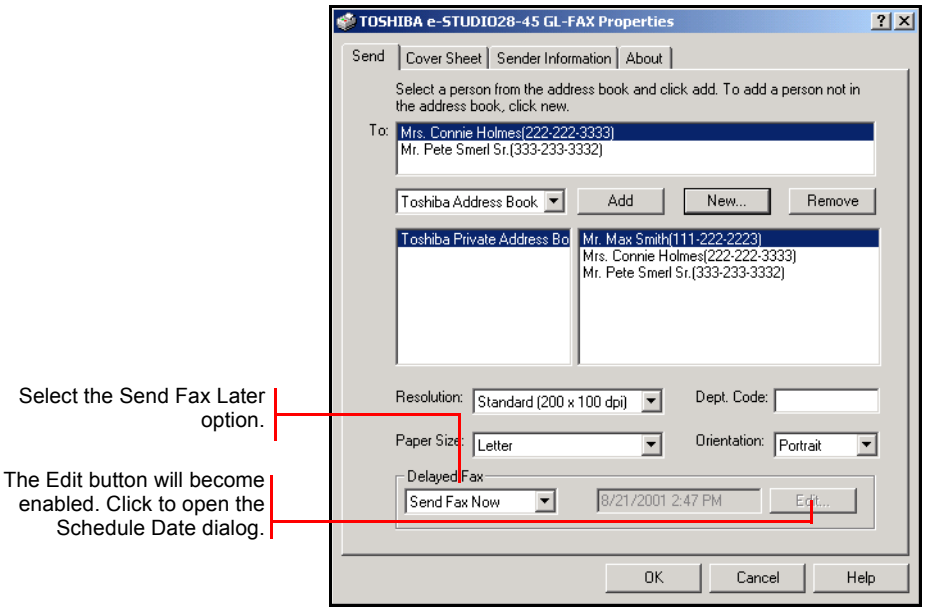
3 From the Sender Information page, enter the sender information you wish to be displayed on fax cover sheets in the text box. The maximum field length is 500 characters.

Scheduling Faxes

It is very important that before any faxes are scheduled, the administrator sets the date and time of the GL-1010 to synchronize the controller and copier dates and times. This can be done using the TopAccess web utility.

1 Choose **Print** from the *File* menu.

2 Click **Properties**.



Fax Driver Properties—Send page indicating Send Now

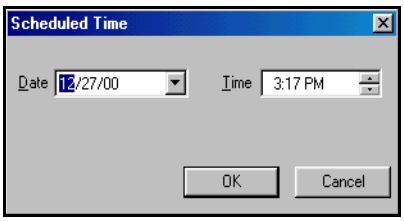
NOTE:

The scheduled date can not be more then one month from the current date. If the current month does not have a date like the current date, then the date will be set at the last day of the following month. For example, if the current date is March 31st. then the maximum date that can be selected for the scheduled fax is April 30th.

3 From the Send page, click the down-arrow and select the **Send Fax Later** option in the Delayed Fax frame. The **Edit** button will become enabled.

4 Click the **Edit...** button. The Schedule Time dialog will display.

5 Enter the scheduled date. You can click the Date arrow to display a calendar then allows you to select an date.



Schedule Time dialog

6 Next, enter the time to commence the fax transmission. You can use the up and down arrows to assist with setting the time with the proper format.

7 When you have finished, click **OK** to save your settings.

The scheduled date and time will display on the Send properties page in the Delayed Fax frame.

Send Fax

To send the fax, click **OK**. The fax job is sent to the fax driver. You can monitor the fax job using GL DocMon or TopAccess. For further information, refer to these application's online help.

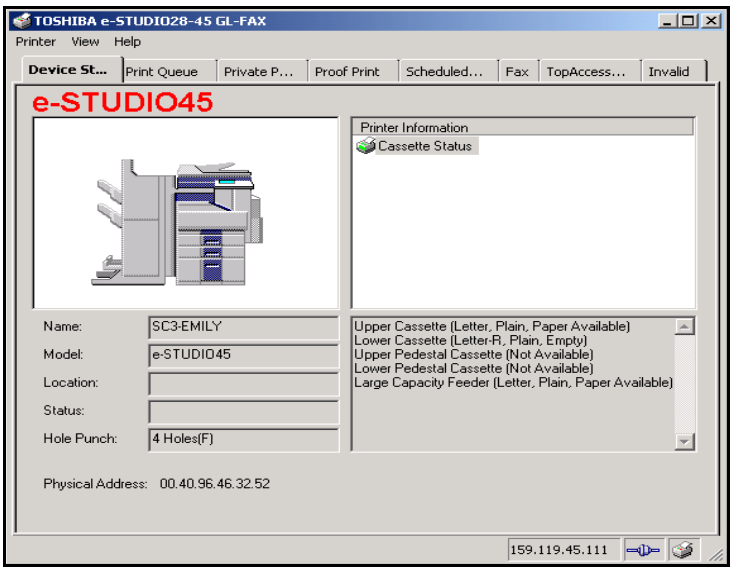
MANAGING FAXES

Using GL DocMon

Users can use the GL DocMon application's Fax tab to display the fax jobs that are currently on the GL-1010 controller. This page allows the users to view and delete fax jobs. For further information on GL DocMon installation and configuration, refer to the *GL-1010 Operator's Guide (Basic)*.

1 Right-click on the GL DocMon taskbar icon to access the taskbar menu.

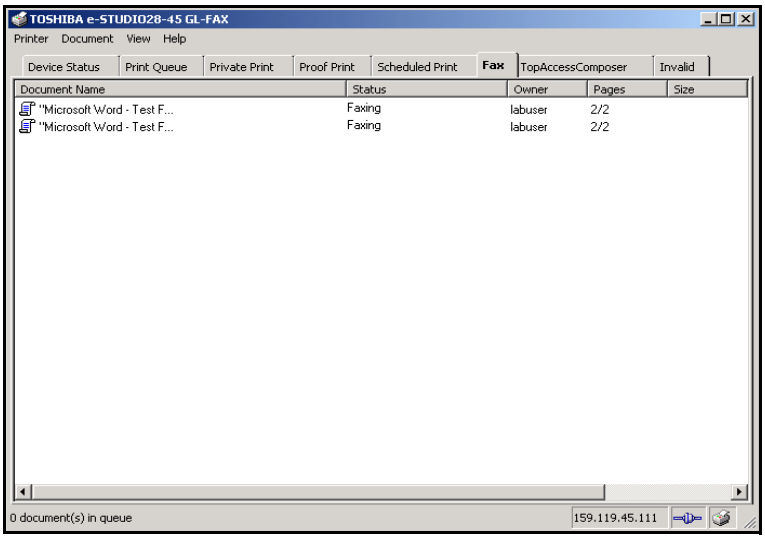
2 Select **TOSHIBA e-STUDIO28-45 GL-FAX**.



GL DocMon

3 Select DocMon.

4 From the Device Status window, select the Fax tab.



GL DocMon - Fax page

5 You can view the Document name, Status, Owner, number of Pages, Size, and the Submitted date and time.

For more details on using GL DocMon, choose **Contents and Index** from the applications *Help* menu to access online Help.

Deleting Fax Jobs Using GL DocMon

1 Right-click on the GL DocMon taskbar icon to access the taskbar menu.

2 Select **TOSHIBA e-STUDIO28-45 GL-FAX.**

3 Select DocMon.

4 Click the Fax tab from the Device Status Window.

5 In the list box, click the job to be deleted. You can only delete jobs that you originally submitted.

6 Click *Document* in the menu bar.

7 From the drop-down menu, select *Cancel*.

Retrieving Routed Fax Documents (TWAIN)

When routed fax data is saved on the controller, it can be retrieved by using a TWAIN compliant software application. For example purposes, the “Imaging for Windows” application, a Windows 95/98/Me/2000 accessory, is used in the following steps.

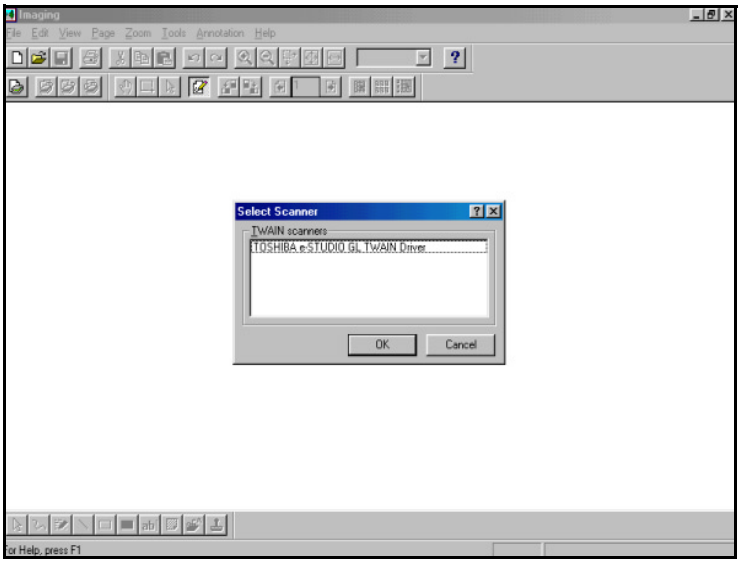
Some applications that support TWAIN formats may not work with the GL TWAIN Driver. Refer to the specific application’s manual or Help in that case.

Scanner Selection

1 Start the “Imaging for Windows” application.

2 Choose Select Device from the *File* menu.

3 Select the GL TWAIN Driver in the Select Source window.



4 Click **OK**.

Retrieval

The following describes how to use the GL TWAIN Driver to import routed fax data. Refer to the TOSHIBA e-STUDIO TWAIN Driver online help for further information.

1 Start the application.

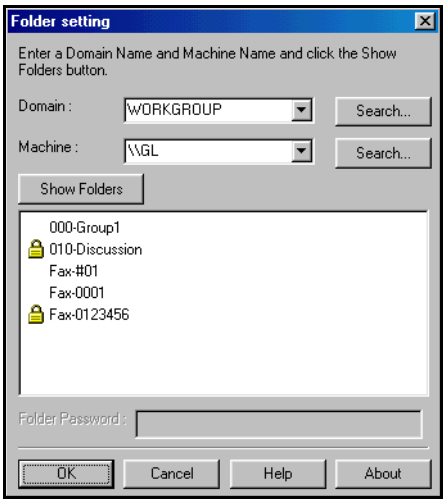
2 Select **Scan New** from the *File* menu.

NOTE:

The TWAIN scanned data directory is as follows: “\\(Controller Name)”-”\GL_TWAIN” (The Controller Name is “GLXXXXXXXXXXX” at the time of shipment. “XXXXXXXXXXX” is the MAC ADDRESS of the network interface card connected to the controller. Windows NT 4.0 does not come with any TWAIN application software installed. Please obtain separately.

3 Select the Domain and GL-1010 Device.

- Domain
  - Name of a workgroup or a domain name that the controller belongs to. (At shipment, the default is set to: WORK-GROUP).
- Machine Name
  - Controller name (At shipment the default is set to: \\GL_XXXXXXXXXXXX (XXXXXXXXXXXX represents the MAC ADDRESS of the controller))
- Show Folders
  - Select a TWAIN folder from which you want to import the data. Folder Name: FAX-[SUBADDRESS] The sender specifies the [SUBADDRESS] to route the fax to a specific mailbox.
- Folder Password
  - Enter the password assigned to a protected TWAIN folder.
- Cancel
  - Cancel folder selection.
- About
  - About GL TWAIN Driver dialog displays.



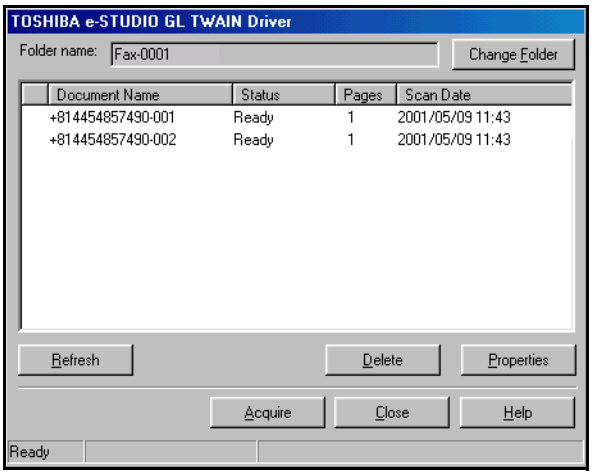
Twain Folder Setting Dialog

NOTE:
Refer to the TWAIN Driver online help for further information.

4 If a password is required for the mailbox, the Folder Password field is enabled. Enter the 5-digit password in the text box.

5 Click **OK**. The document list displays.

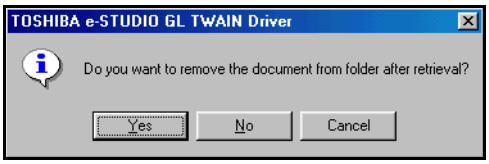
6 Select the document you want to retrieve from the document list. If the document data status is displayed as "*" it is protected.



Twain Select Folder

- Document Name: [Sender]-NNN where [Sender] is replaced with the sender's phone number or name if the sender exists in the Fax address book. Replacing a fax number with a sender name in address book is controlled by the fax setting. NNN is an automatically assigned, sequential number.
- Any characters that cannot be used for a file name are replaced with the underscore character, "_".

7 Click **Acquire**. The Acquire Dialog will display.



Twain Acquire Dialog

NOTE:

Statuses shown in the list are:
Ready-The document is in a normal state and can be retrieved.
Processing-The document is being retrieved by the user.
"*" -The folder status is unknown. The document is protected.

8 Click **Yes** to remove the file from the folder after retrieval or **No** to leave the file to be acquired again at a later time.The scanned image retrieval begins.

9 If a selected document is assigned a password, a screen will display prompting you to enter the password.

10 To change the folder click the **Change Folder** button and select a new folder.

11 To refresh the screen to display the latest documents in the folder click the **Refresh** button.

12 To Delete a document in the folder, select the document and then click the **Delete** button. If a password is assigned to the selected document, a screen to enter the password displays.

When you are finished, click the **Close** button to close the GL TWAIN Driver application and return to the application you are currently running. During image retrieval, this button cancels the current document retrieval.

NOTE:
Some software applications may not be able to retrieve multi-page scanned images.

Retrieving Routed Fax Documents (File)

When routed fax data is saved in a controller or network shared folder, it can be retrieved by using an imaging software application. For example purposes, the "Imaging for Windows" application, a Windows 95/98/Me/2000 accessory, is used in the following steps.

1 Start the "Imaging for Windows" application.

2 From the *File* menu, select **Open**.

3 Browse for the shared folder in the controller or network.

In the controller, the folder is called GL_SHARE.

4 Select the file and click **Open**.

Routed Fax:

- Folder Name: FAX-[SUBADDRESS] The sender specifies the [SUBADDRESS] to route the fax to a specific mailbox.
- Document Name: [Sender]-NNN.tif/PDF (MultiPage) or [Sender]-NNN/PageNNNN.tif (SinglePage) where [Sender] is replaced with the sender's phone number or name if the sender exists in the Fax address book. Replacing a fax number with a sender name in address book is controlled by the fax setting. NNN is an automatically assigned, sequential number. The first document is created without the number, and the second becomes DOCNAME-001.
- A user can specify the document name in the Routed Fax MailBox via TopAccess.
- Any characters that cannot be used for file name are replaced with underscore character, "_".

If the controller fails to transfer the fax document by Email or to store it in the Network file server, the document will be

stored in the controller hard disk in the folder named FAXErr-[SUBADDRESS].

Retrieving Routed Fax Documents (TopAccessComposer)

To learn how to retrieve a fax stored in TopAccessComposer, see the GL-1010 TopAccessComposer Operator's Guide.

Retrieving Routed Fax Documents (Email)

The documents are sent to the specified recipients as email attachments. The sender can add up to 400 recipients manually, from an address book or from an LDAP server. The attachment format is a multi-page PDF or TIFF.

Retrieving Routed Fax Documents (iFax)

The documents are sent to the specified recipients as email attachments. The sender can add up to 400 recipients manually, from an address book or from an LDAP server. The attachment format is TIFF-S (A4 or Letter width, 200x200 or 200x100 DPI).

Using TopAccess

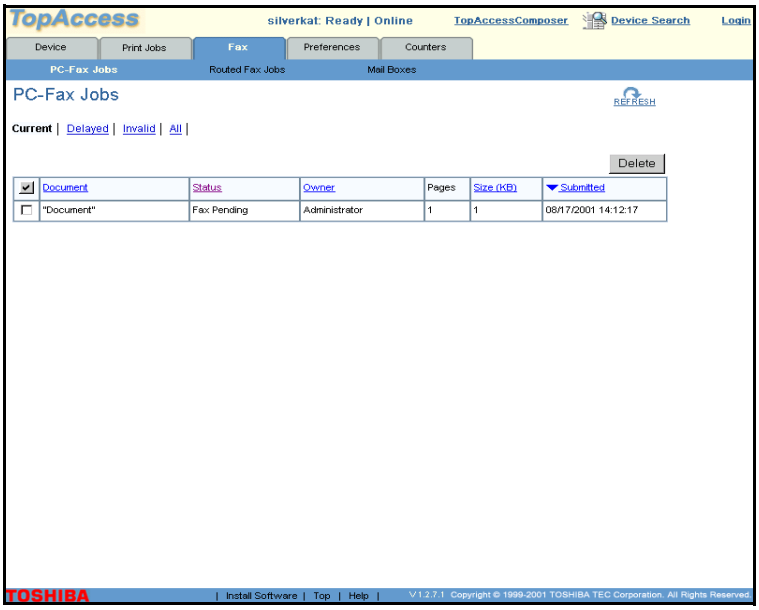
Users can use the TopAccess application's Fax page to display the fax jobs that are currently on the GL-1010 controller. This page allows the users to view and delete fax jobs.

NOTE:

Do not run multiple instances of TopAccess, as invalid information may display.

1. Start your web browser.
2. Enter the TopAccess URL (the GL-1010 name or IP address) and then press *Enter*.

3 Select the Fax Jobs page.



TopAccess - Fax Jobs page

4 Select the desired fax print queue to view.

- Current
- Delayed
- All

Deleting Fax Jobs Using TopAccess

1 Start your web browser.

2 Enter the TopAccess URL (the GL-1010 IP address) and then press *Enter*.

3 Select the Fax Jobs page.

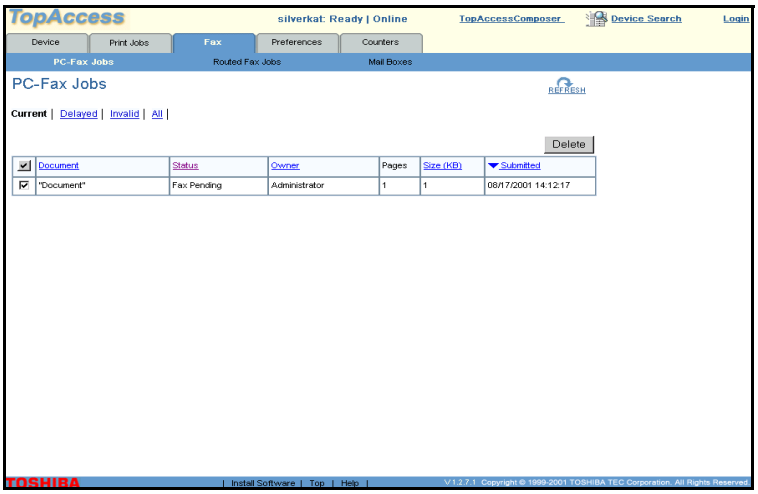
4 Select the desired fax print queue to view.

- Current
- Delayed
- All

5 Check the checkbox adjacent fax(s) that you want to delete.

6 Click the **Delete** button.

7 You will be prompted to confirm your deletion. Click **Yes**.



TopAccess - Fax Page

The fax will be deleted from the fax queue.

5 GL FAX ADDRESS BOOK

You can manage detailed information about the people you communicate with by using the GL-Fax Address Book. The application enables you to maintain contact information. You can use the information stored in the Toshiba e-STUDIO28-45 GL Address Book to specify fax recipients and compose fax cover pages.

You can organize the members of the address book to best suit your faxing needs. One of the features of the address book is Groups. Groups contain one or more members. By organizing groups, you can send faxes to multiple fax recipients.

OVERVIEW

The GL Fax Address Book utility allows you to manage the GL Fax Address Book properties, manage address books and address book entries. Particularly, you can perform the following functions:

- Create new contacts
- Create Address Book groups
- Modify contact information
- Search the address book database
- Import Address Book data
- Export Address Book data

RUNNING THE GL FAX ADDRESS BOOK

You can access the Address Book using two methods:

- Toshiba GL-1010 program group
- Print Properties window (limited accessibility)

NAVIGATING THE INTERFACE

Access Using Toshiba GL-1010 Program Group

From the Program Group, you can access the Address Book Editor to create and edit your private address book.

1 From the *Start* menu, choose **Programs→TOSHIBA e-STUDIO GL Client→TOSHIBA GL Address Book**.

Access Using Print Properties

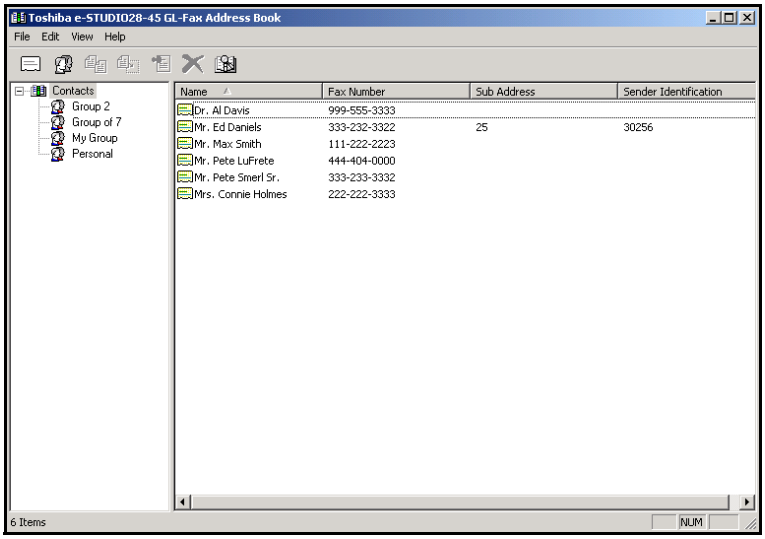
From the Print window, you can limitedly create and edit contacts in the Toshiba Address Book. For further information, refer to *Adding New Recipient* on page 55.

NOTE:

This method is only suggested if you are in the process of sending a fax and you need to add a fax recipient to the send list that is not currently a member of the Toshiba Address Book. Otherwise, use the program group to access the Address Book Editor.

NAVIGATING THE ADDRESS BOOK

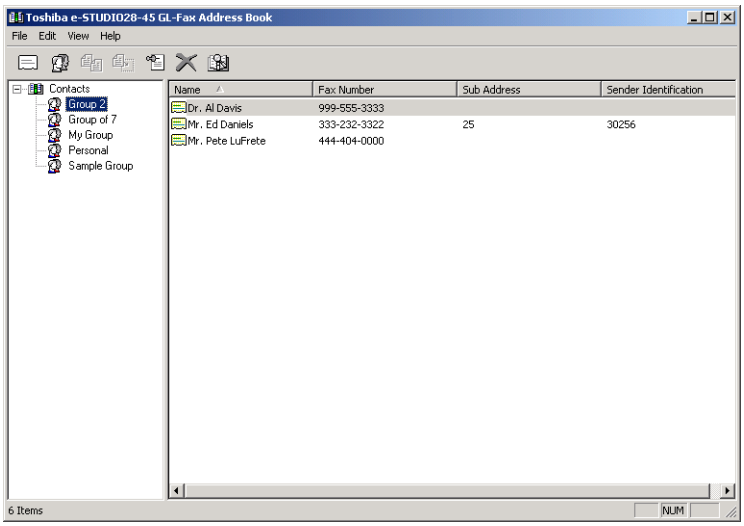
The GL Address Book Editor main window consists of two panes.



GL-Fax Address Book

The left-hand pane contains a tree structure for the Toshiba Address Book. You can expand or collapse to view/hide Groups and Contact address book entries.

Selecting an entry in the left-hand pane of the address book displays summary information about the entry in the right-hand pane. The right-hand pane displays non-modifiable, text-only summary information about the currently selected address book entry.



Address Book

MANAGING YOUR PRIVATE ADDRESS BOOK

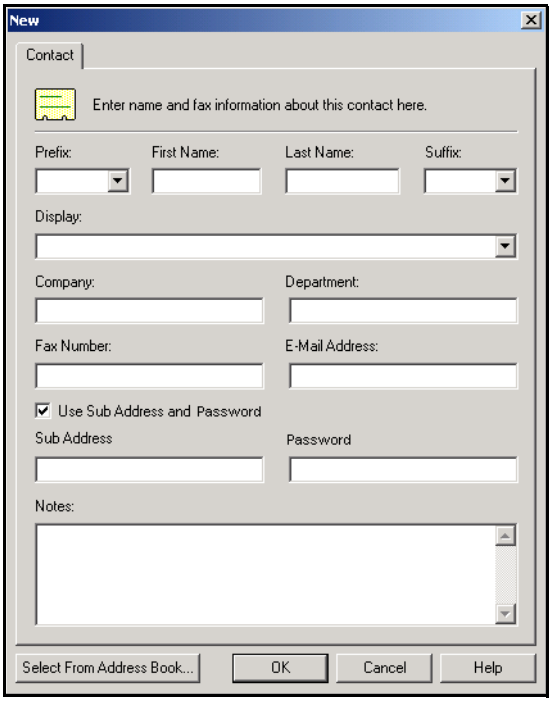
Users can create contact and group entries to the address book that can be accessed from your desktop.

Adding Contact Entries

1 From the GL Fax Address Book, select the Toshiba e-STUDIO28-45 GL Address Book. (Left pane).

2 Click **New Contact** on the tool bar or select **File→New Contact...** from the menu.

The New contact properties window displays.



New Contact Properties

3 Select a Prefix as:

- [Blank]
- Dr.
- Mr.
- Mrs.
- Miss
- Ms

4 Enter the First Name and Last Name fields.

5 Select a Suffix as:

- [Blank]
- Jr.
- M.D.
- Sr.
- II
- III
- IV

6 Select a name display or type one of your own in the Display field.

– Prefix First Last-Suffix
– Prefix Last First-Suffix
– Prefix Last, First-Suffix

7 Type the Company and Department Name for the recipient.

8 Type the required Fax Number for the recipient.

Acceptable field entries are:

0,1,2,3,4,5,6,7,8,9,*,#,+, -, (space) and (comma)

NOTE:

Be sure to enter the city code and telephone number or, if calling a different country, enter the country code, city (or area) code and local number. If required, enter the long-distance code.

9 Type the Email Address for the recipient.

10 Optionally, Click the check box to enable the Sub Address and Password fields and enter a Sub Address and/or Password. If you do not click the check box, the fields will be grayed out. If you enable the Sub Address and Password fields, you must enter either a sub address, a password or both.

Enter a fax sub address to route or forward a fax to a specific user or fax inbox. The sub address may consist of numbers between 0 and 9, pound signs (#) and asterisks (*). The maximum length for sub addresses is 20 characters. Enter a value such as a return fax number. The password may consist of numbers between 0 and 9, pound signs (#) and asterisks (*). The maximum length for the password is 20 characters.

11 Optionally, type any pertinent notes or description.

12 Click **OK** to create the new entry.

Copying Contacts from an Address Book

You can copy members from other address books to the Fax Address Book.

1 From the GL Fax Address Book, select the Toshiba e-STUDIO28-45 GL Address Book. (Left pane).

1 Click **New Contact** on the tool bar or select **File→New Contact...** from the menu.

2 Click **Select From Address Book** to add a member of the Copier Address Book, the MAPI Address Book, or the MS Outlook Express Address Book to your Fax Address Book.

3 From the Address Books drop-down menu, select the address book to copy the contact from.

4 Click the address book group to copy from in the left pane.

5 Click the contact to copy in the right pane.

6 Click **Select**.

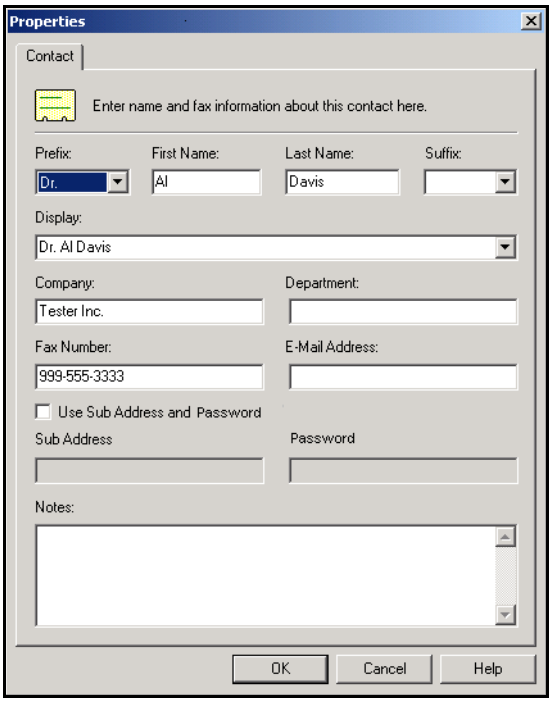
Modifying Contact Properties

Users can make changes to contact information by invoking the Properties dialog. Properties dialog can be invoked by double clicking on the selected contact in the Address Book Viewer window or by selecting the contact, and then choosing the Properties menu item.

1 From the GL Fax Address Book, select the Toshiba e-STUDIO28-45 GL Address Book. (Left pane)

2 Click **Properties** on the tool bar or select **File→Properties** from the menu.

The Contact Properties window displays.



Contact Properties

3 Overwrite or add information as desired in Properties window.

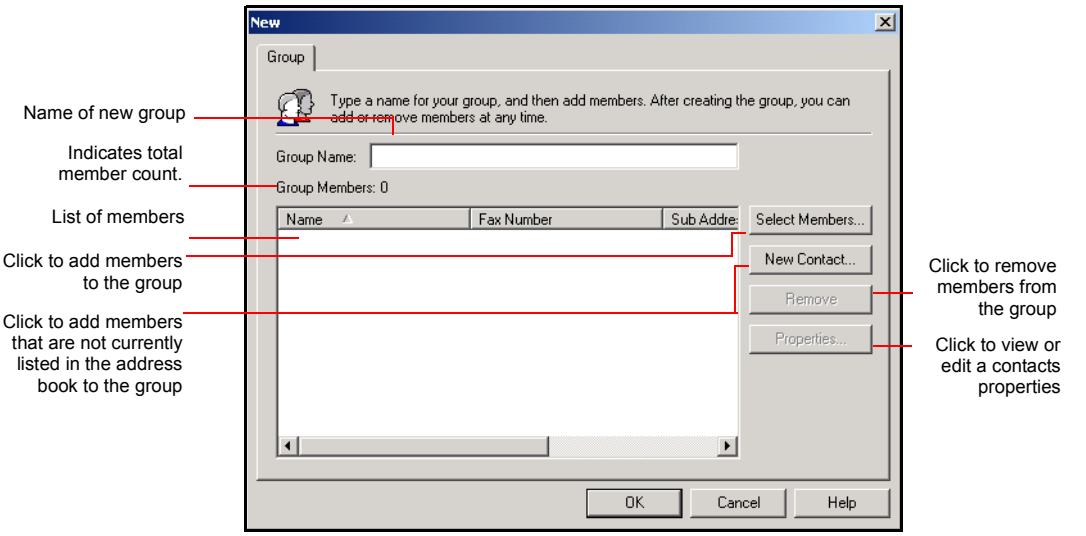
4 Click **OK** to accept the changes and exit the Properties window. Click **Cancel** to exit without changing the Contact Properties.

Creating Groups

1 From the GL Fax Address Book, select the Toshiba e-STUDIO28-45 GL Address Book. (Left pane)

2 Click **New Group** on the tool bar or select **File→New Group...** from the menu.

The New window displays.



Group Properties

3 Enter the name for the new group in the Group Name field.

4 Click **OK** to save your settings.

Adding Contacts to Groups

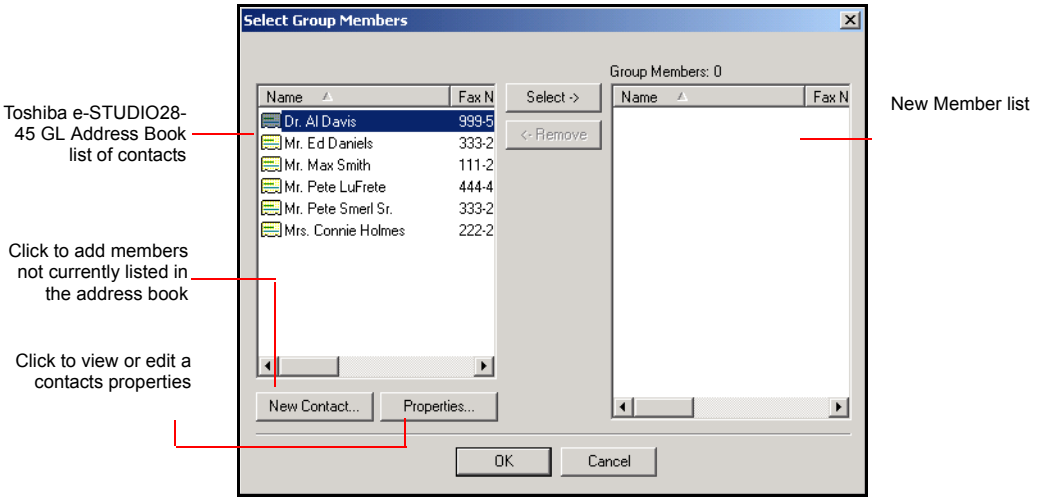
1 From the GL Fax Address Book, select the group for which you wish to add members.

2 Click **Properties** on the tool bar or select **File→Properties** from the menu.

The Group Properties window displays.

3 Click the **Select Members...** button.

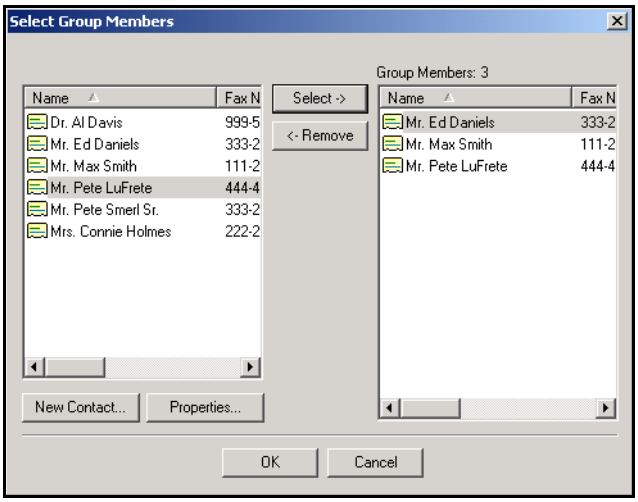
The Select Group Members dialog will display.



Select Group Members dialog

The Select Group Members dialog contains two panes. The left pane displays all the contacts and associated information that are currently available in the Toshiba e-STUDIO28-45 GL Address Book. The New Member, or right pane, displays all of the contacts you select to be added to the group.

4 To add members to the group, select the name from the Toshiba e-STUDIO28-45 GL Address Book pane and then click **Select ->**. The contact is moved to the New Member list indicating the selected member is to be added to the group.

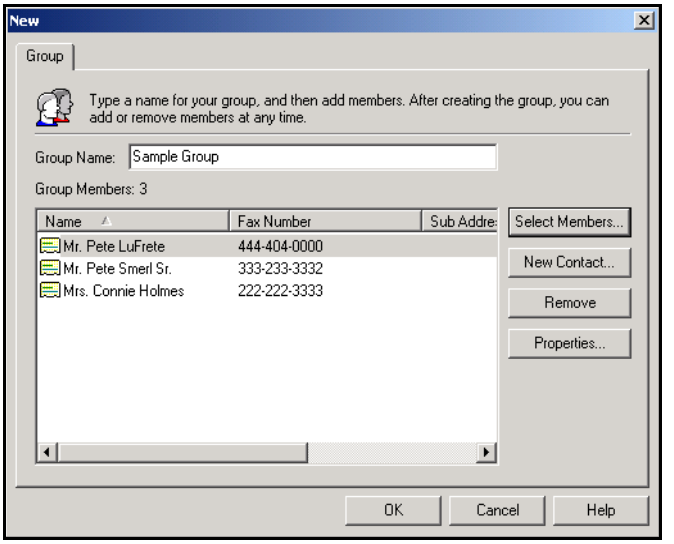


Select Members Dialog

5 To remove members you have added to the New Member pane in error, select the contact and then click the **<-Remove** button.

6 To add a contact that is not listed in the Toshiba e-STUDIO28-45 GL Address Book, click the **New Contact...** button. For further information, refer to *Adding Contact Entries* on page 74.

7 When you have finished adding members to the group, click **OK** and then click **OK** once more to save the new settings. To return to the Address Book Editor without adding members to the group, click **Cancel**.



New Group dialog

8 Click **OK** to save the new settings.

Removing a Member from a Group

1 From the GL Fax Address Book, select the group for which you wish to add members.

2 Click **Properties** on the tool bar or select **File→Properties** from the menu.

The Group Properties window displays.

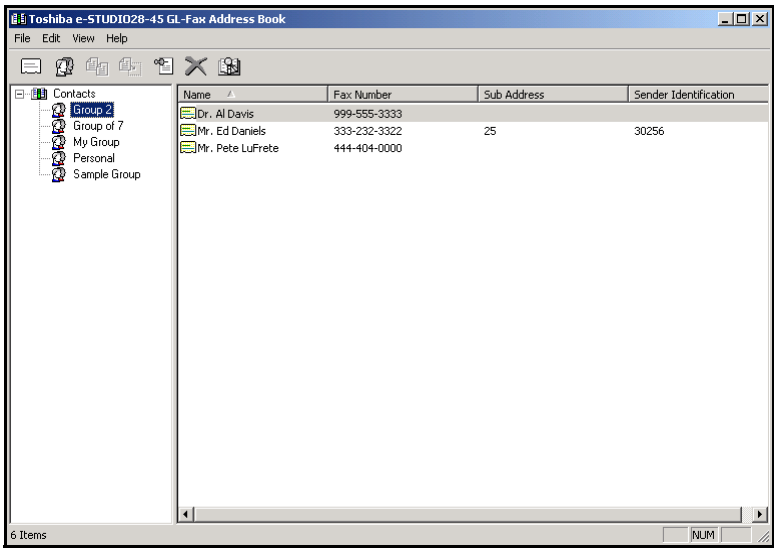
3 Select the member in the members list that you want to remove from the group.

4 Click the **Remove** button.

5 The member is removed from the list. Click **OK** to save your settings.

Removing a Specific Contact or Group from the Toshiba e-STUDIO28-45 GL Address Book

1 To delete an entry, right-click the folder or name in the Address Book window, then select **Delete**.



Address Book Viewer

2 A message box displays, asking you to confirm the deletion.

3 Click **Yes** to permanently delete the contact or group entry from the Address Book.

4 Click **No** to exit the message box without deleting the entry.

Copying and Pasting

The Copy and Paste menu commands are a feature users can use when working with contact information. For example, you may want to add a contact to several groups. By using the Copy menu command you can copy the contact and then paste the information in other groups.

1 Select the contact in the Address Book Viewer that you wish to copy.

2 Click Copy on the toolbar or select **Edit→Copy**.

3 Navigate to the Address Book or to a particular group to paste the contact.

4 Click Paste on the toolbar or select **Edit→Paste**.

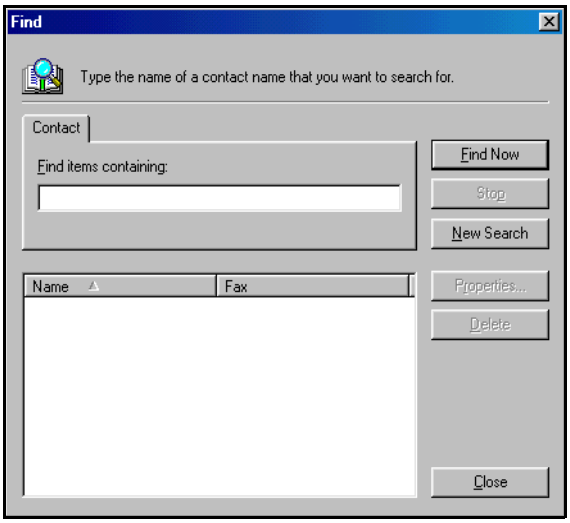
5 The contact is added to the Address Book or Group you have selected. You can now edit the contacts properties as desired by clicking Properties in the toolbar or selecting **File→Properties** from the menu.

Finding an Entry in the Address Book

In order to quickly locate contacts you can search the Address Book database. You simply type in a string or letters to be used to search the database. The Address Book Viewer will search for any entry that contains the specified string. For example, you can type Smit, and all Address Book entries that match the search string Smit will be displayed. Including names like Smit, Smith, Smiths. The search is not limited to names only.

1 Click **Edit→Find** from the menu.

2 The Find dialog displays.

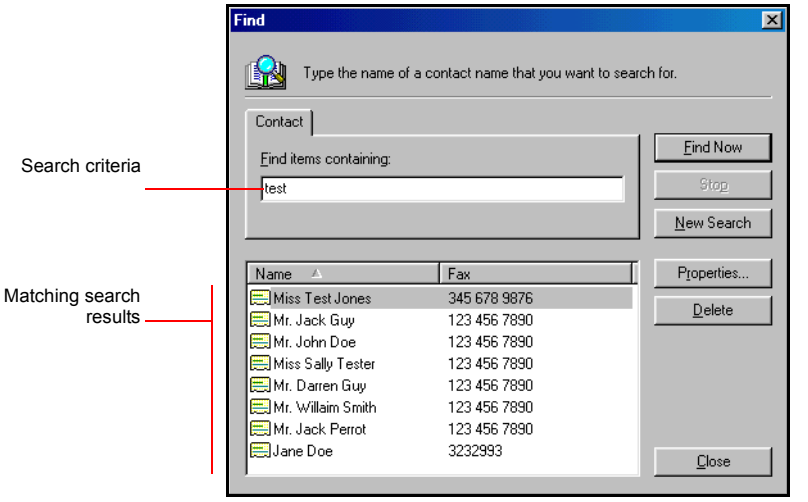


Find dialog

3 Type the search characters or string in the **Find Items Containing** field.

4 Click the **Find Now** button.

5 Results found that match the search criteria entered will be displayed in the results list below. You can stop an active search by clicking the **Stop** button.



Find Dialog

6 To submit a new search query, click the **New Search** button. This will clear the search criteria in the Find Items Containing field and clear the results list. You can now enter a new search.

7 Once you have searched for a contact or group you can highlight the item in the results list and then click the **Properties** button. The Contact Properties dialog for the contact will display and you can view or modify the information as desired.

Sorting Address Book Entries

Users can sort Address Book entries and Find results to display the data to best suit their needs.

1 Select **View→Sort By** from the menu and choose to sort by Name or Fax Number in Ascending or Descending order as desired. Alternatively, click on a row header at the top of the

address list or Find results list to sort the column in ascending or descending order.

Importing or Exporting Address Book Database Entries

The Import and Export features are provided with the GL Fax Address Book application. You can import or export address book application data in .csv file format to/from database. Additionally, you can import or export the data to either a public or private address book.

NOTE:

The time it takes to import a Public Address Book may vary depending on the number of records maintained within the file being imported.

Public Address Books usually reside on a network server and contain information many network users may need to access.

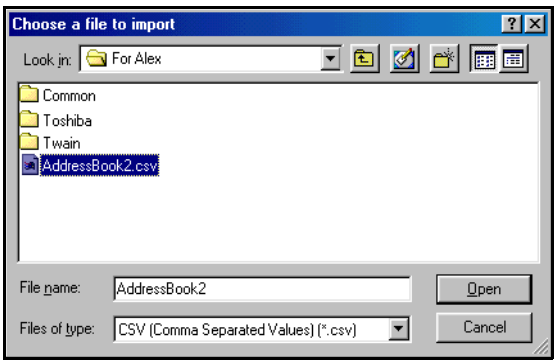
The Private Address Book resides on a user's workstation.

Importing Entries

1 Select the Toshiba e-STUDIO28-45 GL Address Book from the Address Book View Window.

2 Click **File→Import** from the menu.

The Choose a File to Import dialog will display.



Choose File to Import dialog

3 In the Select Address Book File to Import From dialog, browse for your address book file.

4 Click **Ok** to begin importing the file.

A import status window will display. When the process is complete, the imported address will display in the Address Book Viewer window. If you experience trouble with the import process, check to verify the file format you are importing. The file format supported in Comma Delimited (*.CSV) format.

If one or more records have been skipped during the import process it may be due to one of the following reasons:

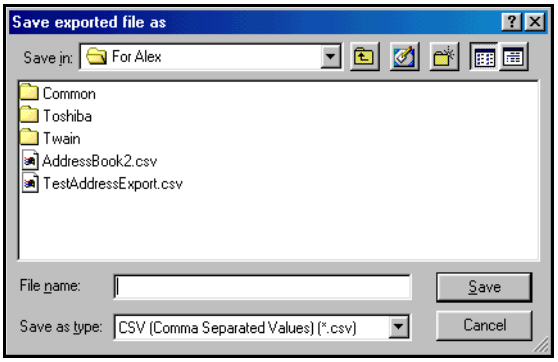
- The record already exists.
- Group name contains an invalid character.
- The display name is empty.
- The fax number is empty.
- The fax number is invalid. Fax number are restricted to the following set of characters: 0-9, +, -, [space], *, #.

Exporting Entries

1 Select the Toshiba e-STUDIO28-45 GL Address Book from the Address Book View Window.

2 Click **File→Export** from the menu.

The Save Exported File As dialog will display.



Save Exported File As dialog

3 In the Save Exported File as dialog, browse for the file location and type the name of your exported address book file.

4 Click **Ok** to begin exporting the file.

The file will be created in the location indicated.

GLOSSARY OF TERMS

Definition of Common Terms

Term	Definition
ACS	**A**utomatic **C**assette **S**witching.
ADD	**A**uto-**D**uplexing **D**evice. A copier component that allows double sided printing and copying (standard equipment).
ADF	**A**uto-**D**ocument **F**eeder. An accessory that allows a document to be fed or scanned without user intervention.
ADU	**A**uto-**D**uplexing **U**nit. An accessory that allows double sided printing and copying (optional).
Auto Continue	Set Auto Continue options to specify how you want the digital copier to respond to paper out conditions.
Bandwidth	The volume of data per unit of time a computer can handle. Bandwidth is increased by connecting to faster transmission lines.
Bin	An output tray of a finishing unit or other paper output holding peripheral such as a mailbox sorter.
Booklet Mode	A feature where each page of a document is printed on a half sheet of paper, which can then be folded and/or stapled to produce a smaller booklet/magazine. Booklet mode was previously known as magazine sort. The GL-1010 supports two kinds of Booklet mode: left to right read mode and right to left read mode.

Term	Definition
Bypass Feeder	See *Stack Feed Bypass*.
Cascade Printing	A feature where a copier switches to the next output tray when the first designated output tray is full.
Cassette	The copier cassettes that contain the input paper.
Cover Sheet	A feature where one or two pages (front or front/back) are printed with the original document as a cover.
Creep Size	Creep refers to the amount by which each page sticks out compared with the last page when folded in a stack. Generally, the longer the document (i.e., the more pages in a document), the greater the creep size. If you plan on trimming the final booklet, specifying the creep size can prevent the contents of the booklet from “creeping” into the page's “trim zone”. The minimum is 0 and the maximum is 20.
Current Jobs	The list of all print and copy jobs currently queued to the selected GL-1010 device can be viewed using either the TopAccess and GL DocMon application.
Device	Device refers to the GL-1010 connected to a network digital copier. Often, the term device is used to refer to the entire controller/copier system.
DHCP	**D**ynamic **H**ost **C**onfiguration **P**rotocol.
Document Identification Number	The Document Identification Number (DIN) is the code required to release a Private Print or Proof Print job for printing. Enter the DIN from the copier control panel.
Document Profile	A pre-defined set of driver settings that allows users to auto-configure their print job with a click of the mouse.
Document Sticky	The paradigm where actions and/or configuration information about a print job are transitory to a specific document with a specific software application. For example, a change is made to the printer's settings and only the current, client application is aware of the change. See Also Printer-Sticky.
Drawer	See *Cassette*.
Driver	See *Printer Driver*.
Duplex	Duplex is the process of printing on both sides of a sheet of paper. Duplex printing requires that **A**utomatic **D**uplex **U**nit (ADU) be installed on the copier.

Term	Definition
Electronic Document Processing System	This system consists of the TOSHIBA e-STUDIO28/35/45 digital copier connected to the GL-1010 controller. This allows users to enjoy the convenience of walk-up copying, faxing, scanning, and network printing from the same device.
Ethernet	A local area network (LAN) developed by Xerox, Digital and Intel (IEEE 802.3). It is the most widely used LAN access method. Token Ring is next. Ethernet is normally a shared media LAN. All stations on the segment share the total bandwidth, which is either 10 Mbps (Ethernet), 100 Mbps (Fast Ethernet) or 1000 Mbps (Gigabit Ethernet).
Finishing Unit	Finisher.
Frame	A data packet sent through the network. There are several types of Frames, which differ in the way the data is arranged. In order for the different nodes within a network to communicate, the same frame type must be setup for each.
Gateway address	The IP Address of the router that the GL-1010 uses to access devices on other subnets.
GL-1010	The Toshiba controller used to connect digital copiers to a network. Also referred to as the *device* or *printer*.
Group sort	Multi-page, multi-copy output is collated into sets or *groups*.
Gutter	Gutter size is the distance between the two logical, facing pages of the physical booklet. In other words, this is the size of the booklet's inside margin. The minimum is 0 and the maximum is 150.
Hardware address	The unique address assigned by the manufacturer of a network interface card. Also known as the ***M**edia **A**ccess **C**ontrol* (MAC) address.
HTTP	**H**yperText **T**ransport **P**rotocol. The Internet standard that supports information exchange on the World Wide Web (WWW). HTTP provides users with transparent access to the Internet.
Image overlay	Image Overlays are independent document files, which can contain text, graphics, charts, tables or any other document element, that are merged with another document during printing.
IP	**I**nternet **P**rotocol. The IP part of the TCP/IP communications protocol. IP implements the network layer (layer 3) of the protocol, which contains a network address and is used to route a message to a different network or subnetwork. IP accepts “packets” from the layer 4 transport protocol (TCP or UDP), adds its own header to it and delivers a “Datagram” to the layer 2 data link protocol. It may also break the packet into fragments to support the maximum transmission unit (MTU) of the network.

Term	Definition
IPX	**I**nternetwork **P**acket **E**xchange. A NetWare communications protocol used to route messages from one node to another. IPX packets include network addresses and can be routed from one network to another.
Jobs Log	The Jobs Log contains a historic record of the jobs submitted to the GL-1010. The information for each job includes the document name, size, date and time stamp, and status. The Jobs Log can be filtered to limit the number of jobs listed to specific types of jobs.
LCF	**L**arge **C**apacity **F**eeder. A special paper feeding unit that can hold a large amount of standard (Letter or A4) sized paper.
LPD	**L**ine **p**rinter **d**aemon. A print management program that runs on a host, such as a Unix machine.
MAC	**M**edia **A**ccess **C**ontrol. The unique address assigned by the manufacturer of a network interface card.
Magazine Sort	See *Booklet Mode*.
Manual Feeder	A special paper input unit which can be used to feed a single special paper (such as envelope, thick paper, etc.) for print job. Also called the *Stack Feed Bypass*.
Media	Paper type. For example, bond, transparencies, labels are all different media types.
Message Log	The Message Log contains a historic record of errors and warnings that occurred on the GL-1010 or the copier. The information for each message includes the date, subsystem, and message severity. The Message Log can be filtered to limit the number of messages listed to specific criteria.
MFP	**M**ulti-**f**unction **p**eripheral. Hardware that combines several functions into one unit; for example, the combination fax, copier, printer and scanner.
NDPS	**N**ovell **D**istributed **P**rint **S**ervices simplifies the process of setting up, administering, and troubleshooting Novell printing by migrating away from queue-based printing toward a more “plug in and print” paradigm.
NDPS Gateway	In order for non NDPS-aware printers, such as the GL-1010, to operate within the NDPS model, a proprietary “gateway” must be installed and configured on the network. The Toshiba NDPS Gateway is distributed on the e-STUDIO GL-1010 Admin CD-ROM.

Term	Definition
NDS	**N**etWare **D**irectory **S**ervice. NDS maintains a hierarchical database of information about the network resources within a global enterprise, including networks, users, subgroups, servers, volumes and printers. Unlike the bindery, which was the directory service in NetWare 3.x, NDS users log onto the network as a whole, not a specific server, and NDS determines their access rights.
NDS Context	The container or organizational unit that contains the print server object. Print queue and device objects can be located anywhere within the NDS tree, but the HP JetDirect print server needs to be configured to use the fully-qualified print server object name. Select this text box and type the NDS context.
NDS Tree Name	Refers to the name of the organizational tree used by your network. This name is normally found in the Net.cfg file located with your MS-DOS Vlm.exe program or from within the Nwuser.exe program that runs under Windows. Click the down-arrow in this box and select the appropriate tree name.
NetBEUI	NetBIOS Enhanced User Interface. Pronounced “net-booey,” it is an enhanced version of the NetBIOS protocol used by network operating systems such as LAN Manager, LAN Server, Windows for Workgroups, Windows 95, Windows 98, Windows Me, Windows NT, Windows 2000 and Windows XP. It formalizes the transport frame that was never standardized in NetBIOS and adds additional functions.
NetWare	A network operating system from Novell based on a client/server architecture. Clients log onto one or more file servers, which provide network services such as Email, printing, and storage.
Network Printing	Printing from a Windows, Macintosh, or Unix client workstation to the GL-1010, with the output produced on the connected Toshiba digital copier.
NFS	**N**etwork **F**ile **S**ystem. A Unix networking protocol that allows files and printers to be shared across the network.
NIC	**N**etwork **I**nterface **C**ard. A printed circuit board that is installed in both client (personal computers or workstations) and server machines to control the exchange of data between them.
N-up	This term refers to the number of page images printed on one sheet of paper. For example, if you want to print slides or web pages, you might use the N-up feature to print up to 16 pages on one sheet of paper. Also called “Multiple Pages Per Sheet” printing.

Term	Definition
Orientation	Orientation refers to the direction a document is laid out on a page. A Portrait orientation produces a vertical page layout (i.e., the page height is greater than width). A Landscape orientation produces a horizontal page layout (i.e., the page width is greater than the height).
Page Interleaving	A feature where a blank sheet is inserted between the pages of a print job. Job Dividing Sheet is not stapled with the rest of the original document (if stapling is requested). This feature is previously known as Tab Sheet Insertion. See Also: *Cover Sheet* and *Sheet Insertion*.
Paper Attribution on Tray	A feature where an administrator can assign which tray/bin is used for which purpose (e.g., Tray 1 is to be used for Fax only).
PCL	The command language for the HP LaserJet printers. It has become a de facto standard used in many printers and typesetters. PCL Level 5, introduced with the LaserJet III in 1990, also supports Compugraphic's Intellifont scalable fonts. Starting with the LaserJet 5 in 1996, PCL Level 6 streamlines the graphics and font commands, reducing the amount of information that has to be sent to the printer.
PCONSOLE	A NetWare utility that can be used to monitor and manage queues on a NetWare server.
PDL	**P**age **d**escription **l**anguage. A programming language, such as PostScript, that describes output to a printer.
Peer to Peer	A network architecture in which nodes communicate directly with other nodes, as opposed to client/server architecture.
PostScript	A page description language (PDL) from Adobe that is used extensively on all computer platforms. It is the de facto standard in commercial typesetting and printing houses. Most all accept and may even require PostScript files as electronic input.
Printer Driver	Software installed on the client workstation that enables printing to a device. There are six Toshiba printer drivers on the e-STUDIO GL-1010 Client CD-ROM that permit printing to the GL-1010 controller.
Printer-Sticky	The paradigm where actions and/or configuration information is permanently saved so that it is accessible later. For example, a change is made to the printer's settings and all applications are aware of the change. See also, *Document-Sticky*.
Printing mode	Printing mode defines the way the print job is processed by the GL-1010: as a Normal job, a Private Print job, Proof Print job, or Scheduled Print job.

Term	Definition
Private print	Private Print is a printing mode that allows users to send a job from their workstation, and then hold it until the user enters a private DIN from the copier to release and print the job.
Proof print	Proof Print is a print mode that allows users to print only the first of a multi-copy job and review it before releasing and printing the remaining copies.
Property sheet	Property sheets contain attributes grouped categorically. For example, all properties that are related to setting finishing options are grouped on the GL-1010 drivers' Setup property page.
Property tab	The Print Properties dialog box contains several tabs that allow users to access property sheets, where options and settings are grouped by category or function.
Protocol stack	A collection of software that controls communication between devices. Devices with the same protocol stack can communicate with each other.
Raw Print Job	A print job that is sent to the GL-1010 device by means other than the GL-1010 printer driver. For example, using DOS commands to print directly to the local port without using a printer driver. Raw print jobs also result when users print to a GL-1010 using a different driver version or type. For example, using a HP driver to print to a GL-1010.
Recoverable error	An error condition that simply requires user intervention to resolve, for example, paper out or paper jam.
Saddle stitch	Saddle stitching is a binding method whereby a booklet is stapled along the center and folded.
Scheduled print	Scheduled Print is a print mode that allows users to delay printing a queued job until a specific date and time.
Sheet insertion	A feature where a blank page is printed in between a designated pages with the original document. Insertion Sheet is stapled with the original document (if stapling is requested). See also, *Page Interleaving*.
SNMP	**S**imple **N**etwork **M**anagement **P**rotocol. A widely used network monitoring and control protocol. Data is passed from SNMP agents, which are hardware and/or software processes reporting activity in each network device (hub, router, bridge, etc.) to the workstation console used to oversee the network. The agents return information contained in a MIB (Management Information Base), which is a data structure that defines what is obtainable from the device and what can be controlled. Originating in the Unix community, SNMP has become widely used on all major platforms.

Term	Definition
Stack Feed Bypass	A special paper input unit which can be used to feed more than a single sheet of special paper (such as envelope, thick paper, etc.) for print job.
Subnet	A range of IP addresses.
Subnet Mask	A number that identifies a subnetwork so an IP address can be shared by the local network.
TCP/IP	**T**ransmission **C**ontrol **P**rotocol/**I**nternet **P**rotocol. The TCP part of TCP/IP provides transport functions, which ensures that the total amount of bytes sent is received correctly at the other end. The IP part of TCP/IP provides the routing mechanism. TCP/IP is a protocol in which the messages transmitted contain the address of a destination network as well as a destination station.
Token Ring	A data link protocol (MAC layer) for local area networks (LAN) developed by IBM (IEEE 802.5). Token Ring is more deterministic than Ethernet. It ensures that all users get regular turns at transmitting their data. With Ethernet, all users compete to get onto the network.
Tray	The location on the copier where a print job is output.
URL	**U**niform **R**esource **L**ocator. An address that allows you to access information on the Internet, either a web page, FTP or Gopher, Usenet, or a database. URLs can take the following forms: “http://host.domain/page” and “mailto://username@host.domain”.
Watermark	Watermarks are text images (formatted words or phrases) that print in the background of a document. Watermarks can be printed as transparent text, on only the first or on all pages of the document, in solid or in outline form.

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